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ABSTRACT

This publication presents college library collection development policies and policy excerpts, selected on the basis of their compatibility with a 1979 set of guidelines for the formulation of collection development policies prepared by the American Library Association (ALA). The guidelines themselves are also presented. It is noted that none of the policies selected entirely follow the format and terminology suggested by the guidelines. The five complete policies presented are from: (1) the University of Wisconsin, Green Bay, which makes use of collection level codes and Library of Congress subject subdivisions to analyze collection development policy for subject fields; (2) Alverno College (Wisconsin), which provides detailed criteria for selection of nonprint materials and an index; (3) California State College (Pennsylvania), which includes most of the points suggested for an analysis of general institutional objectives; and (4/5) California State University at Northridge and the State University of New York (SUNY) at New Paltz, which were chosen because of their attention to selection priorities based on specific institutional needs. A number of recent partial policies from Hampden-Sydney College (Virginia), St. Olaf College (Minnesota), and Middlebury College (Vermont) are also included. An evaluation form for this publication is provided. (Author/ESR)

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CLIP NOTES: COLLEGE LIBRARY INFORMATION PACKETS

#2-81 COLLECTION DEVELOPMENT POLICIES

Continuing Education Committee
College Libraries Section
Association of College and Research Libraries
American Library Association

1981

IR050 711

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COLLEGE LIBRARY INFORMATION PACKET

CLIP Note #2-81

Collection development policies

The Continuing Education Committee of the College Libraries Section, ACRL was organized to assess the responsibility of the Section for providing continuing education opportunities for college librarians as well as to recommend appropriate activities to fulfill this responsibility. Initially, the Committee, in cooperation with the ACRL Continuing Education Committee, surveyed continuing education programs suitable for academic librarians around the country as well as needs assessment studies already conducted.[1] Following these surveys, the members decided that packets of material collected from college libraries on topics of general interest would not duplicate existing continuing education programs and could provide a useful service to college librarians. The success of such exchange programs as SPEC (Systems and Procedures Exchange Center) of the Association of Research Libraries/Office of Management Studies and LOEX (Library Orientation-Information Exchange) indicates a demand for material documenting current practice in libraries.

The Committee's first CLIP (College Library Information Packet) Note, issued in 1980, assembled material on the topic of performance appraisal.[2] Collection development policies is the topic chosen for this second CLIP Note.

Rather than attempting to contact a large sample of college libraries, as was done for the first CLIP Note, the Committee Task Group consisting of Edmund Arnold, Barbara Brand, Kay Rottsolk, and Mary McDonald sought recommendations from college librarians who had published articles about collection development or who were involved in ALA activities relating to collection development. Particularly helpful were David Perkins, John Ryland, C. Roger Davis, and William Hannaford. In addition, members of the Task Group contacted libraries which they knew had recently completed or were in the process of developing collection development policies.

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1. These surveys are available from the ACRL/ALA office as Gretchen Redfield, comp., Continuing Education Survey, Part I, "Available Continuing Education Resources;" Part II, "Existing Needs Assessment Studies," 1978. ($12.50 each part)

2. Available from the ACRL/ALA office as CLIP Notes: College Library Information Packets. #1-80: Performance Appraisal (Chicago Continuing Education Committee, College Libraries Section, Association of College and Research Libraries, American Library Assn., 1980). ($7.50 ACRL members, $10.00 nonmembers)

The recent "Guidelines for the Formulation of Collection Development Policies," reprinted in this packet, were used to select policies for inclusion. In spite of the assistance the Task Group received, we were unable to identify a completed policy using the recommended format and terminology. The five complete policies included were judged, however, to include features generally compatible with the "Guidelines."

The policy of the University of Wisconsin-Green Bay makes use of collection level codes and Library of Congress subject subdivisions to analyse collection development policy for subject fields. The codes, however, differ from those recommended by the "Guidelines." The Alverno policy provides unusually detailed criteria for the selection of non-print materials. In addition, it includes an index. The California State College (Pennsylvania) policy includes most of the points suggested for an analysis of general institutional objectives. While the policies of California State University at Northridge and State University of New York at New Paltz do not analyse subject or form collections in the depth or breadth recommended, the Task Group considered them useful examples because of their attention to selection priorities based on specific needs of their institutions.

In addition to the complete policies, the Task Group obtained a number of very recent partial policies from Hampden-Sidney, Middlebury, and St. Olaf colleges. These have been included because they illustrate application and adaptation of the "Guidelines."[3]

No bibliography was prepared for this CLIP Note because an excellent annotated bibliography on Collection Development Policies compiled by a Chapter Committee of the California Library Association is included in American Library Association. Collection Development Committee. Guidelines for Collection Development (Chicago; American Library Association, 1979), pp.58-65.

The materials in this packet were developed to meet the needs of particular libraries. They are not intended as models but as examples of approaches to a common problem. The Committee hopes, however, that these examples will prove useful to college librarians preparing or revising collection development policies for their own institutions.

Because this publication is a pilot project, comments on its usefulness and suggestions for possible improvements are welcome. An evaluation form is included inside the back cover.

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3. Another useful example of a policy for a form collection not included because already published is Bruce Morton's "Toward a Comprehensive Collection Development Policy for Partial U.S. Depository Libraries," Government Publications Review 7A (1980), pp. 41-46.

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GUIDELINES FOR THE FORMULATION OF COLLECTION DEVELOPMENT POLICIES

1. INTRODUCTION

1.1 Purpose.

The Committee offers these Guidelines for the Formulation of Collection Development Policies in the belief that collection development policy statements must be comprehensible and comparable if they are to prove useful in the implementation of long-range goals for sharing of resources. To promote comprehensibility and comparability, policy statements must employ language which is clearly defined, and measures whose values are commonly understood.

1.2 Objectives.

The immediate aims of the designers of these Guidelines are to identify the essential elements of a written statement of collection development policy, and to establish a standard terminology and structure for use in the preparation of such policies.

1.3 Need.

Widespread budgetary constraints and the growth of inter-library cooperation for shared resources and service networks have given impetus to the pressure to analyze collection activity in universally comprehensible terms.

1.4 Scope.

The Committee has attempted to provide an instrument that will be of use to libraries of all kinds and sizes in formulating statements of their collection development policies. All elements of the Guidelines, however, will not be equally applicable to all libraries.

Reprinted from Guidelines for Collection Development, Collection Development Committee, Resources and Technical Services Division, American Library Association, copyright (c) 1979 by the American Library Association.

1.5 Audience.

The Guidelines are intended to help library administrators and collection development librarians to produce a document that can serve as both a planning tool and a communications device. The resulting policy statements should clarify collection development objectives to staff, users, and cooperating institutions, enabling them to identify areas of strength in library collections; and by this means should facilitate the coordination of collection development and cooperative services within an area or region. The policy statement can itself serve as a communication to some audiences. For other selected audiences, among them library users, funding authorities, and governing boards, the statement should be reviewed as the data file from which interpretative statements can be formulated.

1.6 Methodology.

The Guidelines have been submitted to the Committee in open meeting at several Midwinter and Annual Conferences. The group discussions, in which numerous visitors have participated, have resulted in extensive revisions of the initial drafts.

1.7 Assumptions.

1.7.1 A written collection development policy statement is for any library a desirable tool, which: (a) enables selectors to work with greater consistency toward defined goals, thus shaping stronger collections and using funds more wisely; (b) informs library staff, users, administrators, trustees, and others as to the scope and nature of existing collections, and the plans for continuing development of resources; (c) provides information which will assist in the budgetary allocation process.

1.7.2 A library's policy for deselection (that is, identification of works which may be removed to remote storage locations of discarded) should be coordinated with its collection development policy. (See below Guidelines for the Review of Library Collections.)

1.7.3 It is desirable that form and terminology of collection development policy statements be sufficiently standardized to permit comparison between institutions.

1.7.4 Libraries have acknowledged the impossibility of building totally comprehensive collections, and will increasingly need to rely on cooperative activities. Collection develop-

ment policy statements will assist cooperative collection building, and will also be of value to users and user-service units in locating materials.

1.8 Definitions.

1.8.1 Levels of collection density and collecting intensity.

1.8.1.1 Assumptions.

Definitions of collecting levels are not to be applied in a relative or ad hoc manner (that is, relative to a given library or group of libraries), but in a very objective manner. Consequently, it is quite likely that a large number of libraries will not hold comprehensive collections in any area. Similarly, academic libraries that do not support doctoral programs, or other types of libraries that are not oriented toward special research, may not have any collections that would fall within the research level as defined herein. The definitions are proposed to describe a range and diversity of titles and forms of materials; they do not address the question of availability of multiple copies of the same title.

1.8.1.2 Codes.

The codes defined below are designed for use in identifying both the extent of existing collections in given subject fields (collection density) and the extent of current collecting activity in the field (collecting intensity).

A. Comprehensive level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

B. Research level. A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

C. Study level. A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject

required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

NOTE: Some college librarians have expressed a need for further refinement of the "Study level" code for use by libraries without comprehensive or research level collections, to enable them to define their collecting policies explicitly enough to meet the needs of network resources planning. We include the following optional subcodes for such institutions.

(1) Advanced study level. A collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

(2) Initial study level. A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by Choice selections) supported by seminal retrospective monographs (as are represented by Books for College Libraries); a broad selection of works of more important writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

D. Basic level. A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

E. Minimal level. A subject area in which few selections are made beyond very basic works.

NOTE: Some subject fields may be completely out of scope for a library's collections. These class numbers can be lined out in the analysis, or "0" can be used to indicate "not collected."

1.8.2 Language codes.

The following codes should be used to indicate languages in which material is collected. Libraries wishing a greater refinement of this data may subcode with the MARC language codes.

F. All applicable languages (i.e.,no exclusions)

G. English

H. Romance languages
J. Germanic languages
K. Slavic languages
L. Middle Eastern languages
M. Asian languages
N. African languages
P. Other languages

2. GUIDELINES

2.1 Principles governing formulation and application of collection development policies.

2.1.1 Libraries should identify the long- and short-range needs of their clientele, and establish priorities for the allocation of resources to meet those needs. A collection development policy statement is an orderly expression of those priorities as they relate to the development of library resources.

2.1.2 Collection development policy statements should be reviewed at regular intervals to insure that changes in defined goals, user needs and priorities are recognized, and that changing budgetary situations are confronted.

2.1.3 A library's collection development policy should be coordinated with those of appropriate other libraries, whether in a hierarchy of dependence, or in a division of responsibility among equals. A collection development policy statement should assist librarians to select and deselect in conformity with regional needs and resources.

2.2 Elements of a collection development policy statement.

2.2.1 Analysis of general institutional objectives.
This section should include:
A. Clientele to be served
B. General subject boundaries of the collection
C. Kinds of programs or user needs supported (research, instructional, recreational, general information, reference, etc.)
D. General priorities and limitations governing selection, including:
(1) Degree of continuing support for strong collections
(2) Forms of material collected or excluded
(3) Languages, geographical areas collected or excluded
(4) Chronological periods collected or excluded
(5) Other exclusions
(6) Duplication of materials (generally treated)
NOTE: The collection development policy statement addresses the question of breadth and depth of subject coverage. Libraries will need to formulate separate statements of policy relating to duplication of materials; and such additional policy statements must be given consideration in fund allocation.
E. Regional, national, or local cooperative collection agreements which complement of otherwise affect the institutions policy.
F. Legal, regulatory, or policy requirements of the institution.

2.2.2 Detailed analysis of collection development policy for subject fields.

It is recommended that this analysis be organized by classification scheme, with a parenthetical subject following the class number for ease of interpretation. The organization by class assures that the library's practice and policy with regard to the entire range of knowledge will be examined; and that the language used in the subject analysis will be as much as possible in a lingua franca for internal and interinstitutional discussions. Many libraries have chosen to design their collection development policy statements with an organization by academic program or broad subject descriptor. In such instances an index by class will facilitate cooperative resources planning with other libraries.

Libraries will differ in the degree of detail they will require for the analysis of their collection development policy by class. A suggested minimum refinement of the Library of Congress classification on which to structure the analysis is the breakdown into approximately five hundred subdivisions used in Titles Classified by the Library of Congress Classification: National Shelflist Count, 1977, Berkeley, General Library, Univ. of California, 1977 (see Appendix A). For Dewey or other classification schemes a comparably refined breakdown should be attempted. It must be stressed that this recommendation indicates a minimal refinement of classification analysis needed for interinstitutional comparisions. Many libraries will prefer to analyze their collections in greater detail.

For each subject category (i.e., classification number or group of numbers), indicate the following:

A. Level of collecting intensity codes to indicate
   (1) Existing strength of collection
   (2) Actual current level of collection activity
   (3) Desirable level of collecting to meet program needs
B. Languages
C. Chronological periods collected
D. Geographic areas collected
E. Forms of material collected
F. Library unit or selector with primary selection responsibility for the field.

2.2.3 Detailed analysis of collection development policy for form collections.

In some libraries special collection development policy statements are required for certain forms of materials, where policy governing the collection of those materials differs from the library's general policy for subject collections. Some examples of forms for which special policy statements may be needed include:

A. Newspapers
B. Microform collections
C. Manuscripts
D. Government publications
E. Maps
F. Audiovisual materials
G. Data tapes.

Where possible, it is desirable that the basic structure of the policy

statement for a form collection follow subject classification; but with some form collections it will be necessary to use another primary arrangement (kind of material, area, etc.). For example, the policy statement for a map collection might be divided first into "general maps," "topographic maps," "raised relief maps," etc., with subdivision by area classification; that for a newspaper collection might be primarily by political division.
Whatever the basic structure chosen, the detailed analysis of collection development for a form collection should include the elements identified in 2.2.3.A-F above.

2.2.4 Indexes.
The information in the policy statement should be made accessible for a wide variety of purposes. To this end an index should be appended which correlates subject terms to class numbers. Individual libraries may also wish to index by academic programs, library units, or other key words or concepts.

University of Wisconsin, Green Bay

COLLECTION DEVELOPMENT POLICY & GUIDELINES

The planned development of a library's collection requires the application of a stated acquisitions policy. No policy can be definitive for all time, since a library is not a static institution. Ideas about its nature and content are constantly enolving. Therefore, a library collection development policy must be responsive to change.

The primary objective of the University of Wisconsin-Green Bay Library is to meet the informational needs of the faculty and student body. While it is recognized that the faculty have research needs, which on larger campuses can be more fully met through collection development, at the University of Wisconsin-Green Bay, faculty may have to rely on other types of library services to occasionally fulfill their needs, i.e., interlibrary loan. Faculty members are strongly urged to distinguish between a research collection and one which is designed to meet the needs of interdisciplinary undergraduate and graduate educational programs.

The responsibility for the selection of materials for the library's collection lies, in theory, with all members of the University of Wisconsin-Green Bay faculty, librarians, staff, and students. Every effort will be made to accommodate requests which conform to stated policy. Library liaison representatives have been selected from among the library's staff to communicate with the various academic units of the university, i.e., concentrations, disciplines, professional programs, etc. These people are charged with the responsibility of informing faculty and staff members of their rights and obligations in the area of materials selection. Library liaison representatives should also keep up with new publications in their assigned areas. The various concentrations, disciplines and professional programs may opt to appoint one faculty or staff member to select in their respective areas, but it is strongly urged that individual faculty members protect their own interests and

those of their students by staying abreast of the newly published materials in their particular areas of teaching and research. This will help keep the University of Wisconsin-Green Bay Library atuned to curricular needs. The professional library staff will meet with new faculty and staff to acquaint them with general library services and also to promote input for collection development.

In accordance with the American Library Association Library Bill of Rights and the American Library Association Freedom to Read Statement, the University of Wisconsin-Green Bay Library collection will attempt to provide for the free exchange of all ideas. The collection will be available to all potential patrons of the library, and should offer the widest possible range of viewpoints; regardless of the popularity of these viewpoints, or of the sex, religion, political philosophy, or national origin of their authors.

In areas where there is an honest disagreement concerning the truth or wisdom of particular ideas, issues, or beliefs, and in the interest of reasonable economy, the library will attempt to see that the views of the best or major spokespersons are represented.

No censorship will be exercised on the basis of frankness of language, or the controversial manner an author may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues.

In handling criticisms of material or attempts at censorship, the Collection Development Librarian will reply verbally or in writing to the person or group, quoting or referring to the above policy. Persistent or repeated criticism from persons or groups will be referred to the library's administration and the Library Committee.

The library will, as top priority, purchase materials in direct support of the undergraduate and graduate academic programs and the University of Wisconsin-Green Bay special mission. In an effort to anticipate future needs and program

requirements and to purchase materials at publication rather than retrospectively whenever possible, the library will continually add materials in subject areas which support an interdisciplinary, problem-centered type of research. As previously stated, faculty teaching and research needs will be met whenever possible, given the long-term appropriateness to the collection, relative price, and anticipated use of these materials. Book reviews will be sought before ordering materials of questionable value or high cost.

Some types of library materials and services will not be available at the University of Wisconsin-Green Bay Library. Patrons who require popular fiction, some popular periodicals, and childrens' services will find that the local public libraries effectively meet their needs. Handicapped persons who need special materials will be well served through interlibrary loan facilities.

A Bibliographic Review Center has been established in the Administrative Suite (4th floor) to provide a means for the selection and evaluation of published materials. Two "current awareness" programs and one reprint service currently are available to all selectors. At the Bibliographic Review Center, selectors will also find publishers' catalogs and flyers arranged by subject, and those interested may make selections from the three services or directly from the flyers and catalogs. Faculty and staff are encouraged to send requests for materials which have been reviewed in professional journals, etc., directly to the Collection Development Librarian. Students are welcome to submit requests also.

After a request has been made by faculty, staff or students and submitted to the Collection Development Librarian, an order will be placed for the material, or the request will be placed in a desiderata file for such time when it will be considered for purchase.

Therefore, in an effort to develop and maintain a collection of informational resources adequate in quality and quantity for the varied learning and research needs of the University of Wisconsin-Green Bay, the following Library Collection

Development policy and guidelines have been adopted.

SPECIAL FORMAT STATEMENTS

The Collection of the University of Wisconsin-Green Bay Library will include all forms of print and non-print materials, excluding those which are fundamentally within the jurisdiction of Educational Communications.

1. Newspapers - Newspapers will be added to the collection if they significantly supplement the quality or quantity of local, national, or international news available in those standard newspapers already available. If major changes occur in the quality or intent of those newspapers which have traditionally been part of the collection, they may be re-evaluated and/or discontinued.
2. Slides - The library houses and jointly maintains with Communication-Action, a collection of approximately 5,000 art slides for viewing by students and faculty. Other slide collections will be in the domain of Educational Communications.
3. Films and Filmstrips - These will be acquired and maintained by Educational Communications.
4. Sound Recordings, Tapes, Cassettes - The library will acquire and maintain a reasonable collection of sound recordings. Tapes and cassettes will generally be acquired by Educational Communications.
5. Printed Music - Scores will be acquired and maintained by the library.
6. Works of Art, Photographs, etc. - The library will not acquire, under present policy and guidelines, works of pictorial or plastic art for viewing and/or circulation purposes.
7. Maps and Atlases - A small number of non-depository maps will periodically be acquired to supplement the good collection of governmentally produced maps available in Government Documents. A reference and circulating collection of atlases will also be available.
8. Pamphlets - Pamphlet requests will be dealt with according to normal acquisitions procedures.

9. Serials - In general, the same criteria will apply to the selection of serial titles as for the book collection. However, since even a relatively inexpensive journal title represents a continuing expense, titles will be added very selectively. Backfiles will be kept for varying lengths of time depending on the title involved. Microfilm will be purchased to create a greater time depth for certain titles and will be purchased in addition to hardcopy for specified titles which receive haeavy use. If present budgetary constraints and sharply excalating costs carry over into future years, the Collection Development Librarian will periodically evaluate the serials collection and discontinue titles deemed least important, so that some new titles may be added. Faculty and staff will be notified of impending cuts and their input will be sought.

10. Government documents - Most of the documents the University of Wisconsin-Green Bay Library receives are acquired automatically by virtue of being a federal and state depository. The library also receives a lesser number of United Nations, Canadian, and OECD documents. These items will not be duplicated by purchase for the general collection, except in a very few cases. The Government Documents Librarian will determine what non-depository documents may be necessary for that department, and will submit those requests to the Collection Development department.

11. Manuscripts and rare books - Most items of this nature which are already part of the library's collection were either donated or were acquired as private collections were purchased. Very few manuscripts or rare books will be purchased for the library at this time.

12. Microforms - The term microform encompasses such things as microfilm, microfiche, and microcard. These will be acquired as needed. A primary reason would be when a necessary item is no longer available in paper format.

ADDITIONAL GUIDELINES

1. Gifts - The selection of worthwhile items from books, periodicals, etc., received as gifts will be governed by the same criteria that govern the selection of purchased items. The library reserves the right to dispose of duplicate and unwanted material as it sees fit, unless prior arrangements to the contrary have been made. The Collection Development Librarian will not be responsible for a monetary statement to the donor for tax purposes.
2. Textbooks - Textbooks are not normally acquired unless they cover an area of interest for which there is no general material available. They will occasionally be purchased for the reserve collection or accepted as gifts. (See gift and reserve statements)
3. Reserve materials - If special materials are needed for reserve purposes, and are not available in the general collection, the library will purchase up to two copies of a title, provided that the title does support the academic mission of the requesting unit of the university, and that the title in question is within reasonable price limits when compared to the publication's cost and long-term value. "Reasonable price limits" will be determined by the Collection Development Librarian.
4. Paperbacks - The type of binding on a book will not be a consideration in the decision to purchase except that the Collection Development Librarian will exercise judgements of economy when the item is available in both paper and cloth bindings. Relative price when compared to the perceived long-term value and use will be considered.
5. Foreign language materials - As a general rule, very little foreign language material will be acquired, except for literary classics in the major languages, French, Spanish and German materials to support course offerings, a minimum number of foreign language newspapers in major languages, and foreign language

dictionaries and encyclopedias for the reference collection.

6. Duplication of materials - In general, one copy of any individual item in the circulating collection will be considered sufficient. In certain areas, such as literature, if duplicates are available through gift sources, they will be incorporated into the collection. Outside of a few basic tools, there will no longer be widespread duplication between the general reference collection and the reference collection in Government Documents. Items which are received on depository or purchased specifically for the documents collection, will not be duplicated for the reference or general collection. Multiple copies in the circulating collection will be determined by the Collection Development Librarian and/or in consultation with the requesting faculty member.
7. Selection of vendors - The selection of jobbers, publishers, approval plans, vendors, etc., will be left to library personnel. Emphasis will be on speed, accuracy, special services, and discount.

COLLECTION DEPTH

The library's collection may be separated into several distinct parts; the general circulating collection, the reference collection, Special Collections and the Area Research Center, the serials and periodicals collection and the documents collection.

The basic UWGB collection will be made up of the following:

1. Those items which constitute required, non-textbook reading for courses.
2. Supplementary and ancillary reading for courses.
3. A basic reference collection.
4. A good-sized collection of current periodicals and their backfiles.

In determining the levels of collection development appropriate for the University of Wisconsin-Green Bay Library, the categories established by the Library Council of Metropolitan Milwaukee have been utilized. They are as follows:

LEVEL ONE: MINIMAL/BASIC REFERENCE LEVEL - Only fundamental reference works containing general information on a subject, e.g., dictionaries, encyclopedias, surveys, bibliographies.

LEVEL TWO: SELECTIVE LEVEL - This level includes slightly more than the basic level. In addition to reference works, it would include a small collection of monographs and journals for general coverage of the subject fields.

LEVEL THREE: REPRESENTATIVE/UNDERGRADUATE TEACHING LEVEL - A balanced collection that covers all aspects of aspects of a subject field without going into great depth. In an academic library, this would be a collection that can support an undergraduate degree program in the field.

LEVEL FOUR: COMPREHENSIVE/BEGINNING RESEARCH LEVEL - A large well-developed collection that includes general and fairly specialized books and journals in the field, some of which are on an advanced level. In an academic library, a collection which provides at least minimally adequate support for a Master's program in the subject.

The University of Wisconsin-Green Bay Library will attempt to meet the guidelines set forth for levels one through four. Levels five and six will not apply to the collection at the present time. They are:

LEVEL FIVE: EXHAUSTIVE/MAJOR EMPHASIS LEVEL - As comprehensive a collection in the field as possible, including highly advanced and extremely specialized materials as well as more general ones,and rare and obscure publications in addition to more common materials. In an academic library, collections which (with the help of interlibrary loan) can support most doctoral work in the field.

LEVEL SIX: EXTREMELY EXHAUSTIVE/INTENSIVE LEVEL - One of the largest, most inclusive, best-developed collections in the world; collections of such scope and importance that they are internationally known, e.g., the Folger Shakespeare Library, the

American Geographical Society Map collection, etc.

* * In accordance with the above stated levels of collection development, the library will have to severely limit the purchase of materials solely for the research of individual faculty and staff members, if this research cannot be adequately provided for with collection development through level four. Although attempts will be made to provide on-the-premises research materials for as many faculty as possible, it must be realized that it has become impossible for all but the most inclusive and large libraries to support faculty research from their resources alone. Faculty and staff members engaged in scholarly research which falls outside the bounds of the UWGB curriculum and mission must utilize interlibrary loan facilities. The library will not be able to subsidize individual faculty and staff members in their personal pursuits and research with large numbers of monographs and journal subscriptions or with single items of great cost.

SUBJECT GUIDELINES

The last section of the University of Wisconsin-Green Bay Collection Development Policy and Guidelines includes a Library of Congress breakdown of the major classes and their subclasses. Those subclasses which are marked with two dots

indicate areas where collection development will be achieved through level three or four. Those marked with one dot indicate areas of secondary importance within that Library of Congress class and collection development will proceed through level two. Unmarked areas may be assumed to be of little importance (level one) to the UWGB collection at this time, or are made up of items which readily fall in level one by definition (dictionaries, encyclopedias, etc.)

A

GENERAL WORKS

AC	Collections
AE	Encyclopedias (General)
AG	Dictionaries and other general reference works
AI	Indexes
AM	Museums
AN	Newspapers
AP	Periodicals
AS	Academies and learned societies
AY	Yearbooks. Almanacs. Directories
AZ	History of scholarship and learning. The humanities.

PHILOSOPHY, PSYCHOLOGY, RELIGION

B Philosophy (General)

69-5739 History and systems, including individual philosophers and schools of philosophy

BC Logic

BD Speculative philosophy
10-41 General philosophical works
95-131 Metaphysics
143-236 Epistemology
240-241 Methodology
300-450 Ontology
493-708 Cosmology

BF Psychology
173-175 Psychoanalysis
180-210 Experimental psychology
231-299 Sensation
311-499 Cognition. Perception. Intelligence.
511-593 Emotion
608-635 Will
636-637 Applied psychology
660-687 Comparative psychology
683 Motivation
698 Personality
699-711 Genetic psychology
712-724 Developmental psychology
721-723 Child psychology
795-839 Temperament
840-861 Physiognomy
866-885 Phrenology
889-905 Graphology
908-940 The hand. Palmistry
1001-1389 Parapsychology
1405-1999 Occult sciences

BH Aesthetics

BJ Ethics

BL Religions. Mythology. Rationalism.
175-290 Natural theology
300-325 Mythology (General)
425-490 Religious doctrines (General)
500-547 Eschatology
550-619 Worship. Cultus.
660-2670 History and principles of particular religions
2700-2790 Rationalism

BM Judaism

BP Islam

BQ	Buddhism	
BR	Christianity (General)	
	45-85	Collections
	140-1500	Church History
	1690-1725	Biography
BS	The Bible	
BT	Doctrinal theology	
BV	Practical theology	
	5-525	Worship
	590-1650	Ecclesiastical theology
	2000-3705	Missions
	3750-3799	Evangelism. Revivals
	4000-4470	Pastoral theology
	4485-5099	Practical religion
BX	Denomination and sects	
	1-9	Church unity. Ecumenical movement
	100-189	Eastern churches. Oriental churches
	200-754	Orthodox Eastern Church
	800-4795	Roman Catholic Church
	4800-9999	Protestantism

C

AUXILIARY SCIENCES OF HISTORY

C Auxiliary sciences of history (General)

CB History of civilization and culture (General)

CC Archaeology (General)
- 200-260 Bells. Campanology
- 300-350 Crosses
- 900-960 Tombs

CD Diplomatics. Archives. Seals
- 931-4279 Archives

CE Technical chronology. Calendar

CJ Numismatics
- 4801-5450 Tokens
- 5501-6651 Medals and medallions

CN Epigraphy. Inscriptions

CR Heraldry
- 191-1020 Public and official heraldry
- 1101-1131 Ecclesiastical and sacred heraldry
- 1179-3400 Family heraldry
- 3499-4420 Titles of honor, rank, precedence, etc.
- 4501-6305 Chivalry and knighthood; including tournaments, duels, orders, decorations

CS Genealogy
- 2300-3090 Personal and family names

CT Biography
- 93-206 Collections
- 210-3150 National biography
- 3200-3830 Biography of women

D

HISTORY AND TOPOGRAPHY (except America)

D		History (General)
	51-95	Ancient History
	111-203	Medieval History
	204-849	Modern History
	501-680	World War I
	731-838	World War II
	901-1075	Europe (General)
DA		Great Britain
	20-690	England
	700-745	Wales
	750-890	Scotland
	900-995	Ireland
DB		Austria, Czechoslovakia. Hungary
DC		France
DD		Germany
DE		The Mediterranean region. Greco-Roman world
DF		Greece
DG		Italy
DH-DJ		Netherlands
	DH 1-207	Belgium and Holland
	DH 401-811	Belgium
	DH 901-925	Luxemburg
	DJ	Holland
DK		Russia including Russia in Asia
	1-272	Russia (General)
	401-441	Poland
	445-465	Finland
DL		Northern Europe. Scandinavia.
	1-85	Scandinavia (General)
	101-291	Denmark
	301-398	Iceland
	401-596	Norway
	601-991	Sweden
DP		Spain and Portugal

•	DQ	Switzerland
	DR	Eastern Europe. Balkan Peninsula. Turkey.
•	DS	Asia
•	DT	Africa
•	DU	Oceania
	DX	Gypsies

E - F

AMERICA

E America (General) and United States (General)
- 11-143 America (General)
  - 31-45 North America (General)
  - 51-99 Indians of North America
  - 101-135 Discovery of America
- 151-810 United States
  - 151-185 General history and description
  - 185 Negroes in the United States
  - 186-199 Colonial period
  - 201-298 Revolution
  - 351-364 War of 1812
  - 401-415 War with Mexico
  - 441-453 Slavery
  - 458-655 Civil War
    - 482-489 Confederate states
  - 660-738 Late nineteenth century
    - 714-735 Spanish-American War
  - 740- Twentieth century

F United States (Local) and America except the United States
- 1-975 United States (Local)
- 1001-1140 British North America. Canada.
- 1201-1392 Mexico
- 1401-1419 Latin America (General)
- 1421-1577 Central America
- 1601-2151 West Indies
- 2201-2239 South America (General)
- 2251-2299 Colombia
- 2301-2349 Venezuela
- 2351-2471 Guianas. Guyana. Surinam. French Guiana.
- 2501-2659 Brazil
- 2661-2699 Paraguay
- 2701-2799 Uruguay
- 2801-3021 Argentina
- 3051-3285 Chile
- 3301-3359 Bolivia
- 3401-3619 Peru
- 3701-3799 Ecuador

GEOGRAPHY. ANTHROPOLOGY. RECREATION

G		Geography (General)
	149-570	Voyages and travels
	575-890	Polar regions
	1001-3102	Atlases
	3160-9980	Maps
CA		Mathematical geography
GB		Physical geography
	400-649	Geomorphology
	651-2598	Water. Hydrology
GC		Oceanography
	101-181	Seawater
	201-376	Dynamics of the sea
	380-399	Marine sediments
	1015-1025	Marine resources
	1080-1572	Marine pollution
GF		Human ecology. Anthrogeography
GN		Anthropology
	51-211	Physical anthropology
	221-279	Physiological and psychological anthropology
	307-686	Ethnology and ethnography
	700-875	Prehistoric archaeology
GR		Folklore
	440-950	Folklore relating to special subjects
GT		Manners and customs (General)
	170-482	Houses. Dwellings
	500-2370	Dress. Costume. Fashion
	2400-5090	Customs relating to public and private life
	5320-6720	Customs relating to special classes
GV		Recreation
	191.2-200	Outdoor life
	201-547	Physical training
	561-1198	Sports
	1200-1570	Games and amusements
	1800-1860	Circuses, carnivals, etc.

H

SOCIAL SCIENCES

H		Social sciences (General)
HA		Statistics
HB		Economics
	848-875	Population
	879-3700	Demography. Vital statistics
	3711-3840	Crises. Business cycles
HC		Economic history and conditions. National production
HD		Land. Agriculture. Industry
	1-91	Production. Industrial management
	101-1395	Land, including public lands, real estate, and land tenure
	1401-2210	Agricultural economics
	2321-9999	Industry
HE		Transportation and communication
	331-380	Traffic engineering
	381-971	Water transportation
	1001-5600	Rail transportation
	5601-5720	Automotive transportation
	6000-7500	Postal service. Stamp collecting
	7601-8688	Telecommunication. Telegraph
	8689-8700	Radio and television
	8701-9715	Telephone
	9761-9900	Air transportation
HF		Commerce
	294-343	Boards of commerce
	1701-2701	Tariff policy
	5001-5780	Business. Business administration
	5549	Personnel management
	5601-5689	Accounting
	5801-6191	Advertising
HG		Finance
	201-1496	Money
	1501-3542	Banking
	3701-3781	Credit
	3810-4000	Foreign exchange
	4001-4495	Corporation finance
	4501-6270	Stocks, investment, speculation
	8011-9970	Insurance
HJ		Public Finance
HM		Sociology (General and theoretical)
	251-291	Social psychology

HN Social history

HQ Social groups. The family. Marriage. Woman.
- 12-449 Sexual life
- 450-471 Erotica
- 503-1064 The family. Marriage
- 1101-2030 Woman. Feminism. Women's clubs.

HS Societies: Secret, benevolent, etc.

HT Communities. Classes. Races.
- 101-384 Urban sociology
- 390-395 Regional planning
- 401-485 Rural sociology
- 601-1445 Social classes
- 1501-1595 Races

HV Social pathology. Social and public welfare. Criminology
- 40-696 Charities
- 697-4959 Protection, assistance and relif
- 5001-5720 Alcoholism
- 5725-5770 Tobacco habit
- 5800-5840 Drug habits. Drug abuse.
- 6001-9920 Criminology

HX Socialism. Communism. Anarchism
- 806-811 Utopias

J

POLITICAL SCIENCE

J Official documents

JA Collections and general works

JC Political theory
- 311-323 Nationalism. Minorities. Geopolitics
- 325-341 Nature, entity, concept of state
- 345-347 Symbolism, emblems of the state: Arms, flags, seal, etc.
- 348-497 Forms of the state
- 501-628 Purpose, functions and relations of the state
- 571-628 The state and the individual

JF General works. Comparative works
- 201-723 Organs and function of government
- 800-1191 Political rights and guarantees
- 1321-2112 Government. Administration
- 1411-1674 Civil service
- 2011-2112 Political parties

JK United States

JL British America. Latin America

JN Europe

JQ Asia. Africa. Australia. Oceania

JS Local government

JV Colonies and colonization. Emigration and immigration

JX International law. International relations
- 63-1195 Collections
  - 101-115 Diplomatic relations
  - 120-191 Treaties
- 1305-1598 International relations
- 1625-1896 Diplomacy
- 1901-1995 International arbitration
- 2001-5810 International law.

KD	Law of the United Kingdom and Ireland
KDC	Law of Scotland
KDE	Law of Northern Ireland
KDG	Law of the Isle of Man and the Channel Islands
KDK	Law of Ireland (Eire)
KP	Law of the United States

L

EDUCATION

L		Education (General)
LA		History of Education
LB		Theory and practice of education
	51-885	Systems of individual educators and writers
	1025-1050	Teaching (Principles and practice)
	1051-1091	Educational psychology
	1101-1139	Child study
	1140	Preschool education
	1141-1489	Kindergarten
	1501-1547	Primary education
	1555-1602	Elementary or public school education
	1603-1695	Secondary education. High schools.
	1705-2286	Education and training of teachers
	2300-2430	Higher education
	2801-3095	School administration and organization
	3201-3325	School architecture and equipment
	3401-3499	School hygiene
	3525-3640	Special days. School life. Student customs
LC		Special aspects of education
	8-63	Forms of education
	65-245	Social aspects of education
	251-951	Moral and religious education
	1001-1091	Types of education
	1390-5158	Education of special classes of persons
	5201-6691	Adult education. Education extension. Individual institutions.
LD		United States
LE		America, except the United States
LF		Europe
LG		Asia. Africa. Oceania
LH		College and school magazines and papers
LJ		Student fraternaties
LT		Textbooks

M

MUSIC

M		Music
	5-1459	Instrumental music
	1495-2199	Vocal Music
ML		Literature of Music
	48-54	Librettos
	111-158	Bibliography
	159-3795	History and criticism
	460-1354	Instruments and instrumental music
	1400-3275	Vocal music
	3400-3465	Dance music
	3545-3776	National music
	3800-3923	Philosophy and physics of music
ML		Literature of music
	3930	Juvenile literature
MT		Music instruction and study
	40-67	Composition
	68	Improvisation
	70-86	Orchestra and orchestration, conducting, etc.
	90-145	Analytical guides, etc.
	170-810	Instrumental technics
	820-949	Singing and voice culture
	955-960	Production of operas. Music in theaters

N

FINE ARTS

N Visual Arts (General)
- 400-4040 Art Museums, galleries, etc.
- 4390-5098 Exhibitions
- 5198-5299 Private Collections
- 5300-7418 History of Art
- 7430-7433 Technique, Composition, style, etc.
- 7475-7483 Art criticism
- 7575-7624 Portraits
- 7790-8199 Religious Art
- 8555-8585 Examination and conservation of works of art
- 8600-8675 Economics of art
- 8700-9165 Art and the state, Public art

NA Architecture
- 190-1613 History. Historical monuments
- 2699-2790 Architectural design and drawing
- 2835-4050 Architectural details, motives, decoration, etc.
- 4100-8480 Special classes of buildings
- 9000-9425 Aesthetics of cities. City planning and beautification

NB Sculpture

NC Drawing, Design, Illustration
- 997-1003 Commercial art. Advertising art.
- 1300-1766 Caricature. Pictorial humor and satire
- 1800-1855 Posters

ND Painting
- 1290-1460 Special subjects
- 1700-2495 Watercolor painting
- 2550-2888 Mural painting
- 2890-3416 Illuminating of manuscripts and books

NE Print media
- 1-978 Printmaking and engraving
- 1000-1352 Wood engraving
- 1400-1879 Metal engraving
- 1940-2230 Etching and aquatint
- 2236-2239 Serigraphy
- 2250-2570 Lithography
- 2800-2890 Printing of engravings

NK Decorative arts. Appllied arts
- 1135-1149 Arts and crafts movement
- 1700-3505 Interior decoration
- 3600-9955 Other arts and art industries
  - 3700-4695 Ceramics. Pottery
  - 4700-4890 Costume and accessories
  - 4997-6050 Enamel
  - 6400-8459 Metalwork
  - 8800-9505 Textile art and art needlework
  - 9600-9955 Woodwork

NX Arts in general
654-694 Religious arts
700-750 Patronage of the arts
798-820 Special arts centers

LANGUAGE AND LITERATURE

P		Philology and linguistics (General)
PA		Classical languages and literatures
	227-1179	Greek philology and language
	2001-2915	Latin philology and language
	3051-5660	Greek literature
	6001-8595	Latin literature
PB		Modern European Languages
	1-431	General works
		Celtic languages and literatures
	1201-1449	Irish
	1501-1709	Gaelic (Scotch)
	1801-1888	Manx
	2001-3029	Brythonic group; including Welsh, Cornish, Breton, Gallic.
PC		Romance languages
	601-872	Rumanian language and literature
	1001-1977	Italian
	2001-3761	French. Provencal.
	3801-3976	Catalan language and literature
	4001-4977	Spanish
	5001-5498	Portuguese
PD		Germanic languages
	1-777	General works
	1001-1350	Old Germanic dialects
	1501-1893	Scandinavian (General)
	2201-2392	Old Norse: Old Icelandic and Old Norwegian.
	2401-2489	Icelandic
	2571-2999	Norwegian
	3001-3929	Danish
	5001-5929	Swedish
PE		English
PF		
	1-1184	Dutch. Flemish. Afrikaans.
	1401-1558	Friesian language and literature
	3001-5999	German
PG		Slavic. Baltic. Albanian.
	1-583	Slavic languages and literatures
	615-716	Church Slavic
	801-1164	Bulgarian. Macedonian.
	1201-1696	Serbo-Croatian
	1801-1962	Slovenian
	2001-3980	Russian. White Russian. Ukrainian.

PG (continued)

4001-5546 Czech. Slovak.
5631-7446 Polish. Sorbian.
8001-9146 Baltic
8501-8772 Lithuanian
8801-9146 Latvian
9501-9678 Albanian

PH Finno-Ugrian, Basque languages and literatures
101-405 Finnish
601-671 Estonian
701-735 Lappish
801-836 Cheremissian
1201-3445 Ugrian. Hungarian.
5001-5490 Basque

PJ Oriental languages and literatures
1-995 General works
1001-2199 Egyptian. Coptic
2301-2551 Hamitic
3001-9293 Semitic

PK 1-6996 Indo-Iranian; including Vedic, Sanskrit, Pali, Assamese, Bengali, Hindi, Urdu, Hindustani, Sinhalese, Persian
8001-8958 Armenian
9001-9201 Caucasian. Georgian

PL Languages and literatures of Eastern Asia. Africa, Oceania
501-889 Japanese language and literature
901-998 Korean language and literature
1001-3207 Chinese language and literature
5001-7511 Oceanic languages and literatures
8000-8844 African languages and literatures

PM 101-7356 American Indian languages
8001-9021 Artificial languages

PN Literature: Literary history and collections (General)
80-99 Criticism
101-245 Authorship
441-1009 Literary history
1010-1551 Poetry
1560-1590 The performing arts. Show business
1600-1692 Dramatic composition
1865-1999 Special types of drama; including tragedy, comedy, vaudeville, puppet plays, pantomimes, ballet, radio and television broadcasts, motion pictures

PN (continued)

2000-3299 Dramatic representation. The theater; including management, the stage and accessories, amateur theatricals, tableaux and pageants

3311-3503 Prose. Prose fiction

4001-4355 Oratory. Elocution, recitations, etc.

4400 Letters

4500 Essays

4699-5650 Journalism

6011-6790 Collections of general literature

6080-6095 Quotations

6099-6110 Poetry

6110.5-6120 Drama

6121-6129 Orations

6130-6140 Letters

6141-6145 Essays

6147-6231 Wit and humor. Satire

6249-6790 Miscellaneous; including anecdotes, aphorisms, maxims, mottoes, toasts, riddles, proverbs, comic books, comic strips

PQ Romance literature

PR English literature

PS American literature

PT Germanic literature

PZ Fiction and juvenile literature

Q

SCIENCE

Q		Science (General)
	300-385	Cybernetics
QA		Mathematics
	9-10	Mathematical logic
	76	Computer science
	101-141	Elementary mathematics. Arithmetic
	150-271	Algebra
	273-274	Probabilities
	276-280	Mathematical statistics
	297-299	Numerical analysis
	299.8-433	Analysis
	440-699	Geometry
	611-614	Topology
	801-939	Analytical mechanics
QB		Astronomy
QC		Physics
	81-114	Weights and measures
	120-168	Descriptive and experimental mechanics
	170-197	Atomic physics
	220-246	Acoustics. Sound
	251-338	Heat
	350-467	Optics. Lights
	474-496	Radiation physics
	501-766	Electricity and magnetism
	770-798	Nuclear and particle physics
	801-809	Geophysics
	811-849	Geomagnetism
	851-999	Meteorology. Climatology
QD		Chemistry
	23.3-26	Alchemy
	71-142	Analytical chemistry
	146-197	Inorganic chemistry
	241-441	Organic chemistry
	450-731	Physical and theoretical chemistry
	901-999	Crystallography
QE		Geology
	351-399	Mineralogy
	420-499	Petrology
	500-625	Dynamic and structural geology
	640-699	Stratigraphyic geology
	701-996	Paleontology

QH Natural History
- 75-77 Nature conservation
- 201-278 Microscopy
- 301-705 General biology
  - 426-470 Genetics
  - 471-489 Reproduction
  - 501-531 Life
  - 540-549 Ecology
  - 573-671 Cytology

QK Botany
- 641-673 Plant anatomy
- 710-899 Plant physiology
- 901-938 Plant ecology

QL Zoology
- 750-795 Animal behavior and psychology
- 801-950 Anatomy
- 951-991 Embryology

QM Human anatomy

QP Physiology

QR Microbiology
- 75-99 Bacteria
- 180-189 Immunology
- 355-484 Virology

R

MEDICINE

R Medicine (General)
131-684 History of medicine
735-847 Medical education
895 Medical physics. Electronics. Radiology

RA Public aspects of medicine
5-418 Medicine and the state
421-790 Public health. Hygiene. Preventive medicine.
791-954 Medical geography. Medical climatology and meteorology
960-998 Medical centers. Hospitals. Clinics.
1001-1171 Forensic medicine
1190-1270 Toxicology

RB Pathology

RC Internal medicine
86- 88 First aid in illness and injury
321-576 Neurology and psychiatry
952-954 Geriatrics
955-962 Arctic and tropical medicine
963-969 Industrial medicine
970-1015 Military medicine
1030-1097 Transportation medicine
1200-1245 Sports medicine

RD Surgery
92-96 Wounds and injuries
701-796 Orthopedics

RE Opthalmology

RF Otorhinolaryngology

RG Gynecology and obstetrics

RJ Pediatrics

RK Dentistry

RL Dermatology

RM Therapeutics
214-258 Diet therapy
270-282 Serum therapy
283-298 Endocrinotherapy
300-666 Drugs and their actions
695-890 Physical medicine
845-862 Medical radiology

RS Pharmacy and materia medica

RT Nursing

RV Botanic, Thomsonian, and Eclectic Medicine

RX Homeopathy

RZ Other systems of medicine
201-265 Chiropractice
301-397 Osteopathy
400-408 Mental healing

AGRICULTURE

S		Agriculture (General)
	560-575	Farm management
	583-589	Agricultural chemistry and physics
	590-599	Soils
	605-621	Reclamation and irrigation of farm land
	622-627	Soil conservation
	631-667	Fertilizers and soil improvement
	671-760	Farm machinery
	900-972	Conservation of natural resources
	950-954	Land conservation
	970-972	Recreational resources conservation
SB		Plant culture
	110-112	Methods for special areas
	114-118	Seeds
	119-125	Propagation
	183-317	Field crops
	318-450	Horticulture
	320-353	Vegetables
	354-402	Fruit culture and orchard care
	403-450	Flowers
	451-466	Gardens and gardening
	469-479	Landscape gardening
	481-485	Parks and public reservations
	599-999	Diseases and pests; including treatment and control
SD		Forestry
	391-409	Sylviculture
	411-428	Conservation and protection
	430-557	Exploitation and utilization
	561-668	Forest policy and administration
SF		Animal culture
	91-92	Housing and environmental control
	95-99	Feeds and feeding
	105-109	Breeds and breeding
	114-121	Exhibitions
	191-275	Cattle
	221-275	Dairying
	277-359	Horses
	371-379	Sheep. Wool.
	381-386	Goats
	391-397	Swine
	402-405	Fur-bearing animals
	405.5-407	Laboratory animals
	411-459	Pets
	461-513	Birds
	521-561	Insects
	600-1100	Veterinary medicine
SH		Aquaculture. Fisheries. Angling
SK		Hunting
	351-579	Wildlife management. Game protection

T

TECHNOLOGY

T Technology (General)
54-55 Industrial safety
55.4-60 Industrial engineering
201-339 Patents and trademarks
351-385 Engineering graphics. Mechanical drawing

TA Engineering
166-167 Human engineering
168 Systems engineering
349-360 Applied mechanics
401-492 Materials of engineering
501-625 Surveying
630-695 Structural engineering
705-710 Engineering geology
1001-1280 Transportation engineering
1501-1820 Applied optics. Lasers.
2001-2030 Plasma engineering

TC Hydraulic engineering

TD Environmental technology
159-167 Municipal engineering
172-195 Environmental pollution
201-500 Water supply for domestic and industrial purposes including water quality and pollution, treatment, saline water conversion, distribution systems
511-780 Sewage collection and disposal systems
785-812 Municipal refuse. Solid wastes
813-870 Street cleaning
877.5-893 Special types of pollution
895-899 Industrial sanitation. Industrial wastes

TE Highway engineering

TF Railroad engineering

TG Bridge engineering

TH Building construction
845-895 Architectural engineering
1000-1725 Systems of building construction
2031-3000 Details
4021-4970 Buildings: Construction with reference to use
5011-5701 Construction by phase of work
6014-7975 Environmental engineering
9025-9745 Protection of buildings

TU Mechanical engineering and machinery

TM Electrical engineering. Electronics. Nuclear engineering

TL Motor vehicles. Aeronautics. Astronautics

TN Mining engineering

• TP Chemical technology
155-156 Chemical engineering
200-248 Manufacture and use of chemicals
315-360 Fuel
368-456 Food processing and manufacture
480-498 Low temperature engineering
500-659 Fermentation engineering
690-692 Petroleum refining and products
700-762 Gas industry
785-888 Clay industries
890-933 Textile dyeing and printing
934-944 Paints, pigments, varnishes, etc.
1080-1185 Polymers, plastics and their manufacture

TR Photography

• TS Manufactures
155-190 Production management
195-198 Packaging
200-770 Metal manufactures
• • 800-937 Wood technology
940-1070 Leather industries
• • 1080-1268 Paper manufacture. woodpulp industry
1300-1865 Textile industries
1870-1935 Rubber industry
1950-1982 Animal products
2120-2159 Cereals and flour. Milling industry
2220-2283 Tobacco industry

TT Handicrafts. Arts and crafts

• TX Home economics
• • 341-641 Nutrition. Foods and food supply

U

MILITARY SCIENCE

U	Military science (General) 750-773 Military life, manners and customs 800-897 History of arms and armor
UA	Armies: Organization, description, facilities, etc. Including the military situation, policy, defenses of individual countries
UB	Military administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry
UF	Artillery
UG	Military engineering including fortifications, chemical warfare, signaling 622-1425 Air forces. Air warfare
UH	Other services including medical and sanitary services, public relations, social welfare, services, recreation

V

NAVAL SCIENCE

V	Naval Science (General)
VA	Navies
VB	Naval administration
VC	Naval maintenance
VD	Naval seamen
VE	Marines
VF	Naval ordance
VT	Minor services of the navies
VK	Navigation. Merchant marine
VM	Naval architecture. Shipbuilding. Marine engineering

BIBLIOGRAPHY AND LIBRARY SCIENCE

Z		Books in general
	4-8	History of books and bookmaking
	40-115	Writing
	116-265	Printing
	266-276	Bookbinding
	278-549	Bookselling and publishing
	662-1000	Libraries library science
	1001-8999	Bibliography
	1041-1101	Anonyms and pseudonyms
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ALVERNO COLLEGE

LIBRARY MEDIA CENTER

SELECTION POLICY

September, 1979

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I. Philosophy of Selection

A. Selection of library materials must support the mission and goals of the Library Media Center, namely:

Mission: The Alverno College Library Media Center will, through excellence of performance, create user confidence in the library environment and service.

Goals:

1. To provide a Library Media Center staff who applies the science of librarianship with a user-oriented view.

2. To identify and respond to needs which could be met by the Library Media Center.

3. To communicate library programs and services to students, faculty and staff.

4. To acquire and organize learning resources directly related to the needs of the cirriculum.

5. To enable students, faculty and staff to effectively and independently locate, retrieve and utilize information.

B. A written selection policy:

1. Presents guidelines which may be used by the LMC staff and the faculty, administration and students of the college.

2. Insures systematic and balanced building of the collection.

3. Promotes a vehicle for the interpretation of the collection to its users.

4. Aids the LMC staff, faculty, administration and students in building a collection which reflects the philosophy and educational program of the college.

5. Guarantees the proper transfer of internally produced materials from materials production to the resource collection.

C. Because the education process is not static, the following statement of policies and procedures is subject to change at the recommendation of students, faculty, administration, or LMC staff. These recommendations for change will be officially considered by the management of the library. The final responsibility and decision rests with the Director of the LMC.

II. Responsibility for Materials Selection

A. Faculty
The initial responsibility for materials selection lies with the department coordinator and the faculty members of the departments. The materials should be selected both for student use and as faculty resource material.

B. Administrators
Administrators request materials required for their conduct of college business.

C. Students
Students suggest purchase of materials in areas of special student interest.

D. LMC staff members
Staff members who are liaison to discipline departments and competence divisions have the responsibility to maintain the quality and balance of the collection.

All requests whether for purchase, preview, rental, or free materials, should be made on the official book order card or AV order form, be approved by the department coordinator and forwarded to the Acquisitions Office.

Funds are allocated annually by the Director of the Library Media Center to each department for the purchase of books and audio-visual materials. To maintain balance, the allocation is based on a formula with the following components: full-time equivalent faculty, full-time equivalent students per semester, major areas of concentration and support areas, volume of publishing within the discipline, and average cost per item. The average cost per item is determined by the most recent Bowker Annual. All other items are determined from the most recent data available for the Academic Dean's Office.

A separate periodicals budget is administered by the LMC Director.

The final responsibility and decision for materials selection lies with the Director of the Library Media Center.

III. Tools for Materials Selection

The following reviewing periodicals and serials are used to select materials for the LMC collection. They were chosen according to these criteria:

- That the reviewing source contain evaluative (rather than simply descriptive) reviews of materials.

- That the list as a whole reviews materials for all areas of the collection.

Other reviewing media covering specific subject areas should be used by faculty.

CHOICE - reviews "significant current books in terms of the relative place of a book in the context of both the literature of the field and the undergraduate library collection." (Monthly)

BOOKLIST - provides "a current guide to print and non-print materials worthy of consideration for purchase by small and medium sized public libraries and school media centers." (Monthly)

PUBLISHERS WEEKLY - reviews forthcoming books in the categories of fiction, non-fiction, children's books and paperbacks. (Weekly)

LIBRARY JOURNAL - reviews periodicals, and adult and children's books and paperbacks. (Weekly)

WILSON LIBRARY JOURNAL - reviews current reference books and selected government documents. (Monthly)

PREVIEWS - reviews all types of education non-book materials for adults and children. (Monthly)

BOOKS FOR COLLEGE LIBRARIES - recommends a core collection of 40,000 titles for academic libraries.

GUIDE TO REFERENCE BOOKS - reviews current and retrospective reference materials.

AMERICAN REFERENCE BOOKS ANNUAL - critically reviews reference books published in a given year.

IV. Criteria for Materials Selection

A. Print materials

1. Books, including reference works

The major criterion is the relevance of the material to the educational aims and purposes of the institution. Factors to be considered are demands of curriculum, interests of faculty and students, subject area weaknesses and enrollment trends.

Specific criteria for selection of individual titles are:

- anticipated use
- accuracy
- authority of the author
- timeliness of the publication
- strength of present holdings in the subject area
- literary quality
- cost
- contribution to the field of knowledge
- reputation of the publishing house
- level of treatment
- format

Critical reviews from reputable book selection tools are used as well as first hand evaluation whenever possible. Books are usually available for preview and this can be arranged by stating PREVIEW on the book order card. Highly specialized materials for individual faculty, student or administrative use will be obtained through the service of interlibrary loan.

A textbook will be purchased only when special features make it indispensable to the collection.

Paperback books will be purchased when they seem a more appropriate choice than hardbounds.

2. Periodicals

The major criterion is the relevance of the periodical to the educational aims and curricula of the institution.

Specific criteria for selection of individual titles are:

- Access to the contents through the indexing and abstracting services in Alverno College Library Media Center
- number of periodicals already received in the field of interest
- number of periodicals required in the field of interest
- cost of the subscription in relation to its possible use
- authority and reputation of editors and contributors
- organization issuing publication

Critical reviews from reputable selection tolls are used as well as first hand eveluation whenever possible. The LMC will order a complimentary copy for evaluation from the publisher. It is difficult to recognize the future importance of some types of magazines, to distinguish between those destined for a long career and those which will cease publication after the first few issues. An effort is made to subscribe only to periodicals which have been in existence for at least one year.

Highly specialized periodicals for individual faculty, student or administrative use will be obtained through the services of interlibrary loan.

The LMC will automatically begin the subscription with the current year unless back issues are requested.

The entire periodical collection will be evaluated annually in terms of the above criteria. A list of titles to be cancelled, renewed or added will be sent to the department chairpersons and the faculty members of that department with the request for modification. The modified list will then be sent to the periodical jobber.

Discarded issues will be disposed of as follows:

- issues for which the LMC may receive credit will be shipped to a dealer in back-issues of periodicals
- issues will be exchanged with other libraries able to supply the LMC with issues wanted for binding
- remaining issues will be made available to any interested persons within the college

A limited number of daily newspapers is purchased for the LMC. These include the major Milwaukee papers and outstanding papers from other cities. Because of the space problem, as well as the fragility of the papers, it is the library's policy to limit permanent files of papers. For reference purposes, a file of the New York Times on microfilm has been started along with its index.

B. Audiovisual materials

Since audiovisual materials are expensive every effort should be made to assure acquisition of the best material available. The materials should be previewed before purchase. Where preview is not possible, critical reviews from reputable selection tools should be used.

The major criterion is the relevance of the material to the educational aims and purposes of the institution.

Specific criteria for the selection of nonprint materials are:

- accuracy
- timeliness of the information
- level of treatment
- technical quality
- aesthetic appeal
- cost
- availability of hardware needed to use the audiovisual material

Materials produced by the Center for Instructional Communications, by faculty or by students will be added to the LMC collection if they meet the following criteria:

- it is the most suitable material available
- the technical quality of the product is satisfactory as determined either by the Audiovisual Designer/Producer (for CIC or faculty products) or by the Collection Development Committee (for student products)
- a synopsis, credits, guidelines for use and the following technical information - black and white or color, length in minutes, author and producer's name(s) - is supplied for the person submitting the material.

Following are specific questions for consideration when selecting various types of non-print materials:

1. 16 mm and 8mm film and videotape

Is motion essential to the subject to convey the content?
Will it reinforce or extend the previous knowledge of change the behavior of the viewer?
Does it carry the message visually rather than on the sound track?
Is the medium paced to allow the viewer to comprehend the full meaning of the presentation?
Does the medium contain instructional techniques that are considered effective in the learning process?
Will the medium provide a learning experience better than any other medium?
Can the film be purchased in super 8mm format and be as effective as 16mm format?
Can the 16mm format be justified over the super 8mm format when cost is considered?
Is sound essential in the super 8mm format?
Would a single concept film (filmloop) be as effective as a full length film?
Will frequency of use justify purchase or should medium be rented?
Have the technical aspects of the medium production (lighting, quality of photography and sound, transitions between scenes, quality of the narration) been considered, still keeping content and objectives foremost in importance?
Is the videotape format compatible with the college's video equipment?

2. Slides, filmstrips, study prints and art prints

Is still photography the most appropriate format to present the information?
If type or lettering is used in the medium, can it be easily read?
Does the medium show detail in adequate size for clear observation?
If size relationship is important, is it provided by some familiar visual cue (object) so the viewer has an understanding of size and space relationship?
Is the photographic or artistic quality acceptable (sharpness and composition)?
Are colors natural and desirable or will they distract the viewer? In black and white, are the contrasts sharp and clear?
Are the materials (frames, slides, prints) adequately identified either with captions or accompanying descriptive information?
Is the art print reproduction accurate in color and detail?
If materials are available in sets, units, or a series of frames, are they well organized, is there continuity and is the scope of the topic adequate?

3. Overhead transparencies and graphic charts

Do the materials visualize intended concepts or processes?
Does color or polarization enhance the material's effectiveness?
Can the viewer interpret the symbols easily so that the transition from graphic symbols to the real situation is understood?
Is the medium too cluttered with words or symbols and excessive concepts introduced for the most effective comprehension?
Will the medium's labeling be readable at various viewing distances?
Are the technical aspects of the medium of good quality?

4. Phonodiscs and tapes - musical and spoken

Is the audio clear and distinct?
Is the physical material of good quality?
Is the pace satisfactory? Will it hold the listener's interest?
Is it concrete in both subject matter and treatment?
Is the speaker an authority on the subject?
Is its length appropriate?
Does it have good tone and balance?
Is it monaural or stereophonic?

5. Multi-media packages (combinations of media)

Does each medium used in the package meet the criteria as stated in this policy?
Does the combination of media used present the content in an appropriate sequence?
Could another medium present the topic as effectively as the multi-media package?
Are the components of the package and the necessary hardware accessible and easy to use?

V. Preview Procedures for Audio-Visual Materials

Audio-visual materials ordinarily should not be purchased without first being previewed. Send request for preview, on the AV request form, to the Acquisitions Office of the LMC. Do not deal directly with the publisher.

VI. Multiple Copies of Materials

Requests for additional copies must be justified, taking into consideration:
- past demand
- existing materials in the collection
- specific or unique needs which justify the purchase of more than one copy of the title

VII. Gifts

Gifts to the LMC are accepted with the understanding that the LMC reserves the right to decide if these materials are to be included in the collection or disposed of in some other way. This is made clear to the donor upon receipt of the materials. A letter acknowledging receipt is sent to the donor. Value appraisals for those materials accepted will be written if requested.

Gifts are accepted according to the following criteria:

- if we do not already own a copy or if we do, it is a heavily circulated title
- it is listed in Books for College Libraries
- or it is a title of some note
- or it is a title obviously supportive of the college curriculum

VIII. Replacement of Lost or Damaged Materials

Materials withdrawn because of loss, damage or wear are re-evaluated according to selection policy after being searched three times in one month. The cost of these materials, if replaced, is charged against the departmental budget.

IX. Special Collections

A. Fiction and dramatic literature - a literary work whose content is produced by the imagination and is not necessarily based on fact.

The library recognized the importance of fiction as an educational tool, as a medium for molding public opinion and as an instrument for changing individual attitudes, as well as for enjoyment. Fiction, including novels, short stories and plays is selected to satisfy readers of different tastes, interests and purposes. The collection includes fiction of the past and present, notable for quality and cultural value, historical and regional works, character studies, biograpnical novels and in some cases all available works of a given author. Care is taken to include representative works of a experimental novelists and examples of new trends.

The faculty of the English Department and the Theatre Arts Department are responsible for the selection of fiction and dramatic literature. The library staff selects to maintain the quality and balance of the collection.

B. Literature for children

The collection of literature for children has as its primary purpose support of the educational programs in early childhood and elementary and secondary education.

Books are selected for the collection according to the following criteria:

- The book is an example of quality literature currently being published for children.
- The book is an example of a new trend in literature for children, e.g., children's liberation books.

- The book has received wide attention because of its controversial content or presentation, e.g., Helen Bannerman's Little Black Sambo.

The person teaching the course in literature for children has the primary responsibility for adding to the collection. Other faculty and librarians also make suggestions for additions.

Reviewing tools used in selecting books for the children's collection are:

BULLETIN OF THE CENTER FOR CHILDREN'S BOOKS
INTERRACIAL BOOKS FOR CHILDREN
ELEMENTARY ENGLISH
HORN BOOK
WILSON LIBRARY JOURNAL
NEW YORK TIMES BOOK REVIEW
TOP OF THE NEWS

C. Teaching materials Center - early childhood through secondary levels

1. The function of the Teaching Materials Center is:
   - to acquire teaching materials so that methods faculty and teacher education students may examine the variety of materials available for classroom use
   - to organize these materials within a laboratory facility
   - to systematically familiarize methods faculty with teaching materials
   - to assist students in developing their presentation skills with audio, video, photographic and graphic materials.

2. The variety of teaching materials housed in the Center are those which could be used in the classroom by the student teacher with a student. Methods materials are shelved in the stacks because they deal with theory in the same manner as other education materials. The materials in the TMC include:
   - texts, manuals and tests from outstanding publishers for early childhood, elementary and secondary levels of learning
   - curriculum guides for the public and parochial school system of metropolitan Milwaukee, guides published by the Wisconsin Department of Public Instruction, other guides requested
   - encyclopedias which are loaned by educational publishers as particularly suitable for a Teaching Materials Center
   - educational aids such as charts, globes, maps, pictures, flannel boards and games
   - free materials such as current publisher's catalogs, announcements of new materials
   - audio-visual materials used in mediated instruction

3. The selection of teaching materials is made by the teacher education faculty assisted by the LMC staff member who is liaison to the Education Department.

Suggested tools for selection of teaching materials are:

EL-HI TEXTBOOKS IN PRINT	SCIENCE TEACHER
GRADE TEACHER	SOCIAL EDUCATION
INSTRUCTOR	JOURNAL OF READING
READING TEACHER	READING RESEARCH QUARTERLY
ARITHMETIC TEACHER	MUSIC EDUCATOR'S JOURNAL

Since the collection is to be used for examination, demonstration and planning, the emphasis for selection will be on variety. To this end, single copies will be purchased. The criteria for selection are:

- timeliness
- a good example of teaching materials based on philosophy of education at Alverno College
- still in use by cooperating schools

The Library Media Center appropriates a budget to each methods faculty for use in their subject area. Each methods faculty has the authority to use that budget without further approval for purchase of materials for the TMC. A statement of expenditures and balance will be supplied monthly by the Acquisitions Department of the LMC. However, methods materials must be approved by the education department coordinator. These materials are shelved in the stacks, not in the TMC.

4. Deselection of teaching materials will be carried out on an annual basis and is the responsibility of the teacher education faculty. The LMC staff member who is the liaison to the Education Department will take the responsibility establishing a mutually agreeable time to implement the process. Suggested criteria for the deselection of materials are:
   - outdated and no longer in use in cooperating schools
   - outdated, still in use, but a poor example of teaching materials based on the philosophy of education at Alverno College
   - modern but inappropriate in light of the philosophy of education at Alverno College

D. Faculty Resource Center

1. The function of the FRC is to provide a resource center for faculty development and related faculty activities. Included in the resources are materials on higher education, CBL programs, the Alverno Learning Process, and items related to faculty welfare, growth and development. The center also provides historical documentation of the growth and development of the Alverno Learning Process.

2. The resources in this center consist of books, periodicals, audio-visual materials, and file materials. The major criterion for the selection of resources for this area is that the material presents events, conditions, and activities which reflect the growth and development of higher education in the United States. The materials must also be of literary merit.

3. Specific criteria for individual books, periodicals, and audio-visual materials will be:

- anticipated use
- accuracy
- authority of author, editor, or contributors
- timeliness of publication
- strength of present holdings
- cost in relation to anticipated use
- appropriateness of vocabulary and concepts for intended audience
- reputation of publishing house
- contribution to field of knowledge

4. Critical reviews from reputable selection tools will be used as well as first hand evaluation whenever possible.

5. Responsibility for the selection of resources belongs to the academic dean and the division chairpersons. These persons accept suggestions for review from other faculty members and administrators and are assisted in selection by the director of the Library Media Center. Sometimes materials selected by the faculty to support the curriculum and intended for the main collection would be valuable additions to the Faculty Resource Center. In such cases, the faculty member will be given the choice of determining the location of the material or of ordering a duplicate copy for the resource center. Materials ordered for this collection will be charged to a separate fund allocated by the director of the Library Media Center.

E. Research Center on Women

1. The function of the RCW is to provide a resource center on women, a research center about women, and an outreach center for women. The following statement addresses itself to the policies of the Research Center on Women in its function as a resource center.

2. The Center provides documentation of the historical and contemporary expression of the relationship between women and society. The resources are constituted by books, periodicals, audio-visual materials, vertical file material. The major criterion for the selection of resources for the Center is that the material presents the interrelationship of events and conditions which reflect the status of women in society. Such materials must be of literary merit.

3. Specific criteria for individual books, periodicals and audio-visual materials are:

- anticipated use
- accuracy
- authority of author, editor or contributors
- timeliness of present holdings
- cost in relation to anticipated use
- contribution to field of knowledge
- reputation of publishing house
- appropriateness of vocabulary and concepts for intended audience

An additional criterion for the selection of books and periodicals is:

- format (quality and relevance of illustrations, utility of binding, legibility of printing, accuracy and usefulness of indexes)

Critical reviews from reputable selection tools are used as well as first hand evaluation whenever possible.

Criteria for selection for RCW vertical file:

- Relevance to the objectives of the Library Media Center in its supportive role to the educational aims and purposes of the institution
- Relevance to women in contemporary life
- Supplementary value to the total LMC collection

The collection development coordinator for RCW will regularly check these sources for supplementary materials not available on interlibrary loan:

Vertical file index
Monthly Catalog of Government Publications
Public Affairs Information Service Bulletin
Current periodicals in the RCW

Selected associations will be contacted for their publications.

The Milwaukee Journal, Milwaukee Sentinel, Chicago Sun-Times, Chicago Defender, and the Sunday Chicago Tribune will regularly be checked for articles which conform to the established criteria for selection.

Critical reviews from reputable selection tools are used as well as first hand evaluation whenever possible.

Additional criteria for the selection of audio-visual materials are:

- relation of narration, dialogue, sound effects, titles and captions to the subject matter
- imaginative and sensory appeal
- technical quality (tone fidelity, clarity, intelligibility, in-focus pictures, true size relationships, unified composition)
- synchronization of sound and visuals
- availability of hardware necessary to playback materials

First hand evaluation is required for all audio-visual materials as well as reviews from reputable selection tools.

4. Suggested tools for selection are Choice, Library Journal, Previews and other current periodicals, bibliographies and the core list Womanhood in Media.

5. Responsibility for the selection of resources belongs to the RCW coordinator. She accepts suggestions for review from faculty, students and administration. The RCW coordinator is assisted in selection by the LMC staff member who is the liaison to the RCW.

6. Sometimes materials selected by the faculty to support the curriculum and intended for the main collection would be valuable additions to the RCW collection. In such cases the faculty member is given the choice of determining the location for the material. However, should the choice be to house the material in the RCW the item will be charged against the department originally requesting the material.

7. Since this collection is providing an historical framework and the materials were selected on that basis no deselection will occur.

F. Government Documents

Alverno is a depository library for government documents in selected categories.

In addition, government documents are individually selected by faculty and the LMC staff using these tools:

SELECTED U.S. GOVERNMENT DOCUMENTS
MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS
GOVERNMENT PUBLICATIONS REVIEW

The major criterion for selection is the relevance of the material to the educational aims and purposes of the institution.

G. Telephone Directories

Alverno College Library Media Center has built a collection of telephone directories in response to student, staff and faculty needs. Basically, it is constituted by directories of the major cities in the U.S. with the inclusion of a number of smaller cities in Wisconsin. Acquisition of other directories is based on demand.

H. College Catalogs

Alverno College Library Media Center maintains a collection of current catalogs from all graduate and undergraduate degree granting institutions within the state of Wisconsin. These catalogs are acquired through the Acquisitions Department.

I. Annual Reports

Alverno College Library Media Center maintains a collection of approximately 200 annual reports from a variety of corporations and businesses. Reports are kept for a period of three years. These reports are acquired through the Acquisitions Department.

J. Rare Books

In the Alverno College Library Media Center a rare book is interpreted to mean a book having fine printing, binding or illustrations. It includes books dating back to the earliest times of printing. A rare book collection is kept because of its historical and aesthetic value.

The LMC does not purchase rare books because they are expensive and funds are needed for the more practical necessities of the library. However, acquisition of rare books is encouraged in the form of donations.

K. Archives

The criteria for addition to the Archives are contained in the LMC policy manual.

X. Deselection

The LMC regards the deselection process as having the same priority as selection of new materials. Sound deselection requires an exercise of discretion that equals or exceeds that needed for the selection process. A partial inventory and deselection will be conducted annually. A full inventory and deselection will occur every five years. The LMC staff member assigned as liaison to departments will be responsible for encouraging full department faculty expertise in the withdrawal process.

XI. Censorship

A. The Alverno College Library Media Center does not promote particular beliefs or views. It provides individuals with resources so they can examine issues freely and make decisions. We therefore reaffirm the statement of the Library Bill of Rights of the American Library Association.

Those subjects which are frequently topics of criticism are considered below:

Religion - Factual unbiased material which represents religious views should be included in the LMC collection or be made available to the patron through other sources.

Ideologies - The LMC should, without making any effort to sway reader judgement make available factual information on the level of its reading public, of any ideology or philosophy which exerts a strong force, eithe favorable or unfavorable in government, current events, politics, education, or any phase of life which might be of interest to patrons.

Sex and Profanity - Sexual incidents or profanity should not automatically disqualify material. The decision should be made on the basis of whether the material presents life, whether the circumstances are realistically dealt with, and whether the material is of literary value. Factual material of an educational nature on the level of the reader should be included in the LMC collection.

Science - Medical and scientific knowledge should be made available without biased selection of facts.

B. Questioned or Challenged Material

The LMC asserts its duty to keep in its collection a representative selection of materials on all subjects of interest to its users, including materials of controversial questions. The library attempts to offer the widest variety of viewpoints, regardless of popularity or unpopularity of the authors.

The purchase or acceptance of a particular item does not necessarily put the library's stamp of approval on it.

An item is selected or rejected without regard to whether it agrees or disagrees with the opinions of any or all members on the staff on the merits of the question at issue.

Once accepted an item is not labeled or otherwise marked to prejudice the user to its merit.

Because opinions do differ, the library's materials may be questioned or challenged. The person lodging a complaint will be asked to fill out a written criticism. The director of the LMC will reply verbally or in writing to the person or group.

C. The Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the belief and affiliations of their members providing that the meetings be open to the public.

(Adopted by Council, June 27, 1967)

California State College
California, Pensylvania

ACQUISITIONS POLICY

CALIFORNIA STATE COLLEGE LIBRARY

CALIFORNIA STATE COLLEGE

November, 1978

Library Acquisitions Policy Committee

Lola E. Maxwell, Chairman
Mildred M. Gath
Albert F. Maruskin
Albert R. Pokol
Henrietta J. Vincent

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THE INSTITUTION

California State College is primarily an undergraduate institution in the process of rapid evolution from a predominately teacher education college to that of a multipurpose college whose curriculum is designed to meet the changing needs of society in the late 70's and 1980's. Emphasis is placed primarily on instruction rather than research. Four major elements have a strong bearing on the development of the library's collection:

(1) Less than half the current enrollment is in the School of Education and the downward trend will continue in the immediate future. At present, enrollment stands at 1,701 FTE students.

(2) The School of Arts & Sciences enrolls 2,388 FTE students and will continue to be the largest school of the college for the next few years.

(3) The School of Science and Technology, instituted in 1976, has a small enrollment at present of 359 FTE students but growth is anticipated. Looking to the future, library demands necessary for programs in this school are expected to be extensive as well as expensive.

(4) Enrollment in the Graduate School is presently 488 FTE students, with most enrolled in M.Ed. programs. Regardless of the number of graduate students, the library must spend that which is necessary to support graduate programs.

THE LIBRARY

California State College ranks eighth among all the 14 state owned institutions in enrollment. The library collection of monographic materials ranks twelfth and the periodicals collection ranks thirteenth among the state college libraries.[1] This statement does not imply that even though our ranking is low, we cannot demonstrate a high quality collection of journals and books. The aforementioned situation is also not without advantage in an institution so clearly in the process of change as the library does not have a fully developed collection wedded to programs of declining importance. On the other hand, we are faced with a problem at present, and for many years to come, of a shrinking library budget and a library collection that must be strengthened to provide adequate support for the newer programs of the college. This situation dictates maximum flexibility and continuing evaluation of selection procedures.

The School of Science and Technology needs adequate support. Technical books are among the most expensive library purchases and the present library collection needs extensive additions to provide adequate support of the program. Other new programs initiated by the college require comparable investment by the library to provide adequate support for the programs. Thus, collection weaknesses at the present time are both a disadvantage as well as an opportunity to develop collection areas totally relevant to present and future programs. Unfortunately, budget restrictions for the past few years have limited library acquisitions to maintenance of periodical subscriptions, serial holdings, continuations, with the result that only a limited number of books are added to the general library collection each year.

A related aspect of collection development is that information demands are expanding so rapidly in a variety of directions that the concept of the traditional book library as a campus information center is rapidly becoming obsolete. Thus,

the library now embraces all media in order to facilitate individual access to information. At the same time, care is taken to avoid massive purchases in formats that are likely to be rendered obsolete by future technological progress.

Increasing information requirements of our academic program dictate that we must, in the words of Herman Fussler, make"...a more meaningful distinction than we have commonly made between direct access to materials and deferred access to materials." [2] Interlibrary loan is not a panacea, but where materials or photocopies may be procured from other libraries in consortia to which our library belongs in a short period of time--we cannot afford unnecessary duplication of materials if use patterns render deferred access sufficient. The consortia to which we belong: i.e. the Pittsburgh Regional Library Center, Western Pennsylvania Buhl Network, Council of Pennsylvania State College and University Library Directors, and the Interlibrary Delivery Service all give our students direct access to libraries belonging to these organizations. Our students need not rely solely on interlibrary loan but may use the libraries of member colleges on the same basis as the students in these institutions with minimal formalities. Pressures for on campus availability is great, but it is important to remind the academic community that no library has ever been, is now, or ever will be completely self-sufficient. This myth is dispelled by another of Fussler's statements, made in the context of the University of Chicago Library, but even more applicable to our collection.

> "An acquisitions policy makes explicit, no matter how imperfect it may be, that a library cannot produce all relevant literature for all the subjects in which its constituency may be interested at any point in time. The policy statement thus becomes a priority statement of the library needs of a scholarly constituency." [3]

GENERAL PRINCIPLES OF COLLECTION DEVELOPMENT

1. The goal will be to meet the standards established by the Association of College and Research Library Standards in 1975 under the auspices of the American Library Association. It is emphasized, however, that standards are minimal and their attainment should not constitute a terminus but a step toward achieving a mature degree of collection adequacy.
2. Relevant sections of the library Bill of Rights apply without exception to all purchases of library materials (see Appendix I). The sole test of a controversial item will be its contribution, direct and indirect, to the academic program of the college and to the needs of the students. If the nature of the material makes theft probable, accessibility can be safeguarded through placing the item on permanent reserve. According to the contract negotiated between the Association of Pennsylvania State College and University Faculties and the Commonwealth of Pennsylvania, Section D-2,[4] there shall be no censorship of library materials.
3. Major investments in materials primarily of sophisticated research value will be exclusively directed toward areas with substantial graduate programs. This policy is necessary because of the extreme relative cost of such resources and general priorities favoring investments in other areas.
4. In considering major requests, virtually exclusive emphasis will be on the purchase of materials that will make substantial long-range contributions to resource development. Thus, requests for expensive blocks of materials which may constitute fragments of a larger body of materials will be evaluated in terms of the extent to which they are viable entities in themselves.
5. Criteria that will be used in evaluating requests for expensive research material or blocks of general material are the following:
    a. Will the requested body of material continue to be useful as an entity over a period of at least ten years?

b. Will it continue to be useful, and used, after the faculty member initiating the request has left the college?

c. Does it make a contribution to the objectives in collection development as defined in this statement?

6. For the reason that California State College is primarily an instructional rather than a research institution, emphasis will be placed on purchasing materials in the English language that most lend themselves to use by the majority of students. Notable and obvious exceptions are literature and significant literary criticism. The purchase of foreign-language materials in areas outside of language and literature will be purchased only when strong or unusual justifications are presented.

7. Multiple copies will be purchased for use as part of the general collection only when justified by the significance of the material involved or program enrollment. The size of student enrollment, heavy concentrations of students in some areas, budgetary considerations, and budget allocations will also be considered.

8. The purchase of out-of-print (OP) items will be considered only on the basis of program relevance and the cost of the item. It is recognized that a growing collection such as ours may require the purchase of such materials, however, the Technical Services Department will make a concerted effort to procure these materials only within policy guidelines.

9. Significant amounts of material, both reprint and original publications, are found only in paperback form. Such materials will, when possible, be purchased from jobbers offering to bind materials orders. Where this is not practical, paperbacks will be sent to the bindery as soon as received. Exceptions to this binding policy are:

a. material of temporary usefulness; and

b. books required quickly for reserve use.

10. In addition to providing materials to meet instructional requirements, and in the absence of a strong public library readily accessible to students in California, it is appropriate when the budget permits that the library continue and accelerate the purchase of materials for recreational reading, especially those that serve a dual instructional purpose.

11. Significant series and continuations will be procured on a continuing order basis to insure completeness of holdings.

12. One of the most important aspects of collection development is that it must be a cooperative effort between the library faculty, the teaching faculty, and students with each complementing the efforts of the other. This is accomplished with the assignment of a liaison librarian to each academic school. The appropriate liaison librarian attends the academic council meetings for the school to which he/she is assigned and works with the faculty members and departments/programs within that school to insure uniform application of this policy. Final judgment regarding the relevance of potential additions to the collection rests with the library faculty, the Technical Services Coordinator, and ultimately the Director of Library Services. This procedure is subject to administrative appeal. The liaison librarian uses professional library journals such as Choice, Library Journal, and Booklist as well as the professional journals in the various academic disciplines for selection. Bibliographies submitted along with course syllabi are checked against the card catalog and those items not available are ordered. Faculty reading lists are also collected and checked. Periodicals are selected in much the same manner except the final decision for selection or rejection rests with the Periodicals Librarian and the ultimate decision with the Director of Library Services. The decision and procedure used is based upon the Periodicals acquisition statement stated in another section of this policy.

13. In view of the primarily undergraduate instructional purpose of California State College, the aforementioned principles in collection development must be realistic in terms of the economic picture in the late '70's and predicted to continue in the immediate future as this relates to a shrinking acquisitions budget.

14. When new programs are established, such as those in the School of Science and Technology, attempts will be made to consider library requirements in their totality, with appropriate priorities established for purchasing initial materials as well as a written plan and timetable when it is predicted collection adequacy is achieved. The appropriate liaison librarian and Technical Services Coordinator will work closely with the teaching faculty in developing a plan for purchasing materials that support the new programs. This can be accomplished by requesting the college administration to allocate funds beyond the so-called "normal" materials budget for this purpose.

CURRICULUM CHANGES AND EXPANSIONS

The following subject areas are in special need of collection expansion due to the growing enrollments in the Schools of Arts & Sciences and Science & Technology. It must be kept in mind that certain programs in these schools constitute the most rapidly expanding areas of the college curriculum. Currently, these areas are: (1) Social Work; (2) Environmental and Urban Studies; (3) Programs in Science & Technology; and (4) Business and Economics.

SCIENCE & TECHNOLOGY

The college's new mission requires a reassessment of our current budgeting allocations. As new programs in this area emerge, the library will need to be in a position to assure full support. Materials in these programs are quite expensive and will require a sizeable appropriation for adequate development.

Since this is an area of constant change, we must develop a well-rounded periodical collection in each new area of specialization, placing emphasis on publications indexed in the Applied Science and Technology Index, Business Periodicals Index, Engineering Index and Pollution Abstracts. In addition to the usual book review media, we must make a point of regularly ordering from AAA Science Books & Films, Energy Index, Environment Index, Technical Book Review Index.

As new programs become more definitive, the library will evaluate holdings to insure they are comprehensively supported.

PERIODICALS

Periodicals constitute an integral part of the library collection and are basic to any library collection. In regard to acquisitions, it should be clearly understood that the sum total of periodical holdings and the retention or deletion of titles will depend on the library's acquisitions budget. The following factors will be judiciously considered in the acquisition, retention, or deletion of a periodical title:

(1) It is essential to have a well-balanced periodical collection relating to college curricular offerings. The subject/program printout reflects the wide variety of academic programs offered by California State College. With the relatively recent establishment of the School of Science and Technology, as well as the emergence of programs relating to Business and Economics; the library for the past few years due to budgetary limitations has restricted all new journal subscriptions to a modest number and specifically related to the newer programs.

(2) Student and faculty usage is of prime importance. This library adheres to the Association of College and Research Libraries standard that indicate it is a good practice for a library to own any periodical title requested more than six times per year. Student and faculty periodical circulation statistics are kept to provide this data.

(3) Consideration of selective lists such as the Classified List of Periodicals for the College Library by Evan Farber as well as Magazines for Libraries by William Katz are checked.

(4) Preference is given to journals that uniquely contribute to subject areas/disciplines. Our policy is to eliminate unnecessary duplication of material in similar journals and provide only those titles that contain information not available in other journals. This is determined by physical examination of the contents of a journal as well as descriptive information contained in periodical selection tools.

(5) The availability of titles in other Pennsylvania State College and University Libraries as well as member libraries of the Pittsburgh Regional Library Center is thoroughly analyzed prior to purchase or deletion.

(6) The necessity of a periodical title being indexed in standard indexing services the library incorporates in its basic collection is of prime importance.

(7) Consideration of the current price of a journal with the realization that future inflation could substantially increase the cost is studied. The entire periodical collection is reviewed and analyzed periodically with cost and usage a consideration for retention.

(8) Provision is made for the acquisition of journals that provide recreational reading material for patrons of the library. These titles are placed on our periodical display shelves for convenient accessibility.

(9) The extent of holdings that the library has of a particular title is taken into consideration. The process of checking in of titles in the Periodicals Department shows that consistent non-receipt of the publication is noted and may result in the deletion of this journal.

THE PROBLEM OF THE GRADUATE PROGRAMS

Enrollment for all graduate programs in the Fall of 1977 was 642 students. Individual programs can be divided as follows: 436 students enrolled in programs leading to the Master of Education degree in the fields of Biology, Chemistry, Elementary Education, Elementary Guidance, English, Geography, Industrial Arts, Mathematics, Mentally Retarded, Reading Specialist, Social Science, Socially and Emotionally Maladjusted, and Speech and Hearing; 19 students were enrolled in programs leading to the Master of Science degree in Biology and School Psychology; 47 enrolled in programs leading to the Master of Arts degree in English, History, and Political Science; 25 students were in certification programs; and 115 students taking courses without declaring a specific major.

From the standpoint of library support, the above pattern represents an insoluble problem. When a college assumes responsibility for a discipline on the graduate level, it does so regardless of whether such programs subsequently attract substantial enrollment. Thus, library needs of individual students working toward graduate degrees are substantial. Thus, California State College has assumed responsibility for library support in certain graduate programs that is going to be difficult to maintain in view of past and present budgetary limitations. It is, moreover, impractical to meet this commitment given the overwhelming predominance of undergraduate programs not only in numbers but in major importance to the institution, and certainly in view of deficiencies in undergraduate library resources for our newer programs attracting the majority of our new students. However, in view of the declining enrollment in the Graduate School this problem may be alleviated. Again, membership in the Pittsburgh Regional Library Center, Western Pennsylvania Buhl Network, Council of Pennsylvania State College and University Library Directors, and the Interlibrary Delivery Service has widened our resources for graduate research. In the future, we hope to develop even wider ranges for the graduate student.

Thus, in justifying materials appropriate to the graduate program, it will be necessary to judge not only whether a program in a given area exists, but whether this is an ongoing program with substantial enrollment and projected to continue in the future. Fortunately, graduate and undergraduate needs do coincide to a substantial extent in several areas and education in particular; therefore, the needs of several programs overlap.

The ability of the library to support graduate programs in education has increased significantly in the last decade due to the fact the library has access to computerized searches of the Educational Resources Information Center (ERIC) data base. In addition, U. S. Office of Education publications are available in the library in the government documents collection in microform. The problem of library support for graduate programs will become most evident when and if the Graduate School expands curricular offerings in Master's of Art and Master's of Science programs.

MICROFORMS

The decision to acquire materials in microform presents a unique set of factors which must be considered in detail prior to purchase. Continued confusion in the state of the art concerning bibliographic control of this media; the variety of formats available; the problem of different reduction ratios; and the myriad of equipment required for usage influence the decision of whether to purchase materials in microform initially and ultimately the format itself. It is common knowledge from existing use patterns and surveys in academic libraries that users prefer hard copy over microform and avoid microforms whenever possible.

Keeping the aforementioned statements in mind, the following policy is in effect concerning the purchase of materials in microform:

(1) Major microform sets will be purchased only when they directly support curricular programs of the college.

(2) Microform sets will be evaluated prior to purchase according to the guidelines set forth in The Evaluation of Micropublications by Allen B. Veaner. This book provides guidelines for comprehensive evaluation of sets in terms of technical considerations as well as depth and extent of indexing and bibliographic information concerning the publication/project.

(3) No monographic sets in microform will be purchased which do not provide adequate hard copy indexing or catalog cards.

(4) Backruns of periodical and newspaper titles will be purchased in microform.

(5) Microforms will be purchased over hardcopy only when hardcopy is not available, cost is prohibitive, or physical control of the material is so voluminous that microform provides efficient control and maintenance. The U. S. Government Publications currently received on microprint illustrate the latter point.

(6) Materials on either microfilm and microfiche will be purchased, if at all possible, over other microformats.

CURRICULUM LIBRARY

The Curriculum Library is designed to support the teacher education programs in the School of Education. The collection houses up-to-date textbooks and materials for use by student teachers in their professional laboratory experiences. The latest textbooks of prominent publishers are acquired either by purchase or gift. Books are discarded once the copyright date is 10 years old.

A significant collection of children's books to support the college classes in children's literature is maintained. First priority is given to award winning books and other notable selections and multiple copies are purchased only as funds permit.

Non-book materials are also purchased in all subject areas at varying levels of difficulty. Decisions are determined by the type of equipment readily available to the student and the amount of money allocated to the Curriculum Library in any given fiscal year.

The Curriculum Library is not designed to become an unlimited collection but rather to continue as a well-weeded, current collection of teaching materials.

CENTER FOR INSTRUCTIONAL TECHNOLOGY

The Center for Instructional Technology housed in the library is an integral component of library services. Its role is to serve the academic community in supplying current audio and visual materials for use in classes. Materials of all types are purchased when needed and/or requested. Requests for unusual or expensive non-print materials will receive the same scrutiny as requests for expensive print materials.

It is not intended that an extensive collection of films and videotapes be purchased as budgetary restrictions do not make this possible or feasible. In order to meet the need for films, etc., funds will be made available for film and tape rentals as budgetary allotments permit.

THE PENNSYLVANIA COLLECTION

Emphasis is placed upon obtaining materials and resources pertaining to the counties in southwestern Pennsylvania in which California State College is the primary service area. The library is a depository for state documents which are received on a regular basis. The following particular types of materials will be acquired as budget permits:

(1) county histories;

(2) items relating to Pennsylvania in Subject Guide to Books in Print, Year's Work in Pennsylvania Studies, and Monthly Checklist of State Publications;

(3) periodicals issued by the Commonwealth or pertaining to the state;

(4) histories of military units;

(5) fiction of special regional significance; and

(6) Pennsylvania related industrial publications of interest to Southwestern Pennsylvania.

ALLOCATION OF FUNDS

The austere library budget for the past few years coupled with inflation makes it virtually impossible to effectively implement this policy. Periodicals, supplies, continuations, and equipment service contracts must be taken care of first and only then can funds be allocated for book purchasing.

Undergraduate class enrollment, graduate class enrollment, undergraduate majors, graduate majors, average book cost in the discipline, number of faculty, and circulation statistics are the factors used in the book allocation formula for distributing funds to departments and programs.

Special consideration is given to new programs so library holdings are adequate to support them. In addition, consideration is given to programs which have been neglected in order to bring their holdings up to acceptable library standards.

PROCEDURE FOR THE PURCHASE OF EXPENSIVE ITEMS COSTING MORE THAN $200

(1) Such requests should be accompanied by written justification setting forth the following:

(a) the importance of the item;

(b) specific relevance to a given course, or courses;

(c) the manner in which the item is to be used; and

(d) reasons for requiring immediate, rather than deferred, access to particular item, i.e. the need for local availability rather than dependence on interlibrary loan.

(2) At the option of the Director of Library Services and the Technical Services Coordinator, a meeting may be called to consider the purchase of such an item. Such a meeting may, in any case, be granted to the initiator of such a request in the event of a negative decision. All meetings related to the acquisition of such materials should include

(a) the initiator of the request; (b) library administration;

(c) one or more members of the library faculty as appropriate; and

(d) other people whose presence may be helpful.

(3) Final decision rests with the Director of Library Services subject to administrative appeal.

(4) Major purchases may be discussed by the Library Committee and efforts should be made to have present all those concerned including teaching and library faculty and administrators as appropriate.

APPENDIX I

LIBRARY BILL OF RIGHTS

Adopted June 18, 1948
Amended February 1, 1961 by the ALA Council

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality, or the political or religious views of the writer.

2. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

3. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations which would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word.

4. Libraries should enlist the cooperation of allied groups in the field of science, or education, and of book publishing in resisting all abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.

5. The rights of an individual to the use of a library should not be denied or abridged because of his race, religion, national origins, or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

(By official action of the Council on February 3, 1951, the Library Bill of Rights shall be interpreted to apply to all materials and media of communication used or collected by libraries.)

ENDNOTES

1. Pennsylvania. Department of Education. Our Colleges and Universities Today. 15 (1978): 4.

2. Library Director Emeritus, University of Chicago.

3. Ibid.

4. Collective Bargaining Agreement between Association of Pennsylvania State Colleges and University Faculties, art. 2, sec. D2 (1974.

Policy Memorandum No. 1
28 May 1969

BOOK SELECTION

The book collection of the Library is a general undergraduate library collection with some graduate programs respresented. *Books for College Libraries* is a guide for the basic collection, and the Library Bill of Rights, adopted by the American Library Association, serves as a general principle of selection.

A separately cataloged juvenile collection for the use of education students is maintained.

An uncataloged paperback collection is maintained for recreational and other reading available in paperback form.

The guidelines listed below are just that and not intended as absolutes. Each librarian is assigned a section of the Library of Congress classification as his responsibility for book selection. Any question that arises in an area should be discussed with the librarian in charge of that area.

For the cataloged collection the library should purchase books:

1. Requested by faculty, staff and students.
2. That support the curriculum.
3. Of general interest not related to any discipline.
4. That are part of our general cultural heritage.
5. Local history.
6. That add to present strengths that we wish to maintain and expand.
7. Of current popular interest.

For the cataloged collection the following categories will not be purchased:

1. Juvenile books.
2. Popular paperbacks.
3. Mysteries.
4. Westerns.
5. Science fiction.
6. Textbooks.
7. Expensive books of very limited interest.

2.20 Selection Policies - Introduction

This document discusses general selection policies for certain classes of library materials and also includes miscellaneous policies affecting selection in more specific areas. The responsibility for all selection resides with the Bibliography Department working under the direction of the Director and the Associate Director of University Libraries. Policies governing purchase of library materials generally grouped under the rubric non-book are not included here, except those for microforms. Application of the subject goals from the Collection Development Guidelines and these Selection Policies to the consideration of a request results in an actual order for library materials.

The aim of the library collection development program is twofold: first, to provide a selection of materials in direct support of the academic programs of the university; second, to provide materials that offer an alternative avenue of learning to students who (1) are unable, for one reason or another, to pursue a subject in a regularly scheduled course, or (2) are interested in a subject of some scholarly merit that is not offered at the university.

Allocated funds will be spent with the following general priorities in mind: the needs of undergraduates will be met first; the needs of graduate students will be met second; and research-related needs of faculty members will be met third as funding permits.

2.20.1 Books

Books comprise one of the major classes of library materials, and much of the selection work in libraries revolves around them. The libraries purchase two sub-classes of books (current and non-current), and because our resources are limited, it is necessary for us to assign priorities to these sub-classes. Current books have a higher priority than non-current; it is considered more important to keep up with current publication since the price increases and acquisition becomes more difficult if the book is allowed to go out-of-print before purchase. There are a number of techniques which are used for identification and filling of gaps in current coverage (these are detailed in the Bibliography Department manual). The primary criterion for the selection of current books is the applicability of specific titles to our academic programs. The usefulness of any given title for an academic program will depend on the quality of that title and the comprehensiveness of our collections supporting that academic program.

Acquisition of non-current books is based upon a balance of the following factors:

A. Evaluation of the academic program. The bibliographers meet with members of the faculty and the university administration to discuss and evaluate the extent of library support required for the courses of study offered by the institution.

2.20.1 Books (Continued)

B. Evaluation of existing collection. Bibliographers evaluate the collection against standard, scholarly bibliographies published in the subject areas for which they are responsible. Information gathered from these surveys:

1. Indicates the relative strengths and weaknesses of the collection.

2. Provides a statistic, usually expressed as a percentage that gives a qualitative measure for accreditation reports, requests for approval of new degree programs, and other administrative reports.

3. Provides a listing of titles that the libraries lack that are (a) appropriate to the collection and (b) provide the foundation for buying programs.

Since funds are limited, the libraries attempt, insofar as possible, to coordinate retrospective purchases among the various subject areas. Non-current book purchases that can serve two or more subject areas are regarded as superior to non-current book purchases that can serve only one.

2.20.2 Continuations

Unlike monographs which are purchased individually, continuations commit funds in succeeding fiscal years in an ever-increasing ratio to the budget as a whole. Inflation can be depended on for price increases, as can journal splits. Not only do continuations represent commitment of future funds, but once the decision to buy is made quality control requires special large scale effort. Keeping these factors in mind, policies governing purchase of continuations differ from those guiding purchase of monographs.

Assessment of the quality of new periodicals is a problem, particularly of titles with few issues available for evaluation. Input is sought from faculty, and from indexing and reviewing media; an effort is made to get a sample copy. The bibliographer is responsible for knowing what he is ordering, and will normally not order a title without having seen at least one issue.

Serials (non-periodical continuations) include abstracting and indexing services, series such as annual reviews, and other materials of this general type. Constraints on their purchase are similar to those governing periodical subscriptions.

2.20.2.1 Periodical Backfile

When a journal subscription, new to the library, is begun, its backfile is purchased automatically if no more than three years are needed in order to complete the run. A special backfile decision is necessary if the year span required is more extensive.

Backfile is purchased in microform whenever possible, for ease of storage and economy. Hard copy backfile is purchased for high use journals, for journals with many color plates, and for those journals in which the frequent occurrence of charts, graphs and tables would make the use of microform very difficult.

Except for ceased periodicals, no periodical backfile is added unless the library already has a current subscription, or is concurrently establishing one.

2.20.2.2 Loose Issues

Missing issues, replacements for mutilated issues, and any periodical purchase amounting to less than one full volume are purchased as they become available. Normally an individual decision is not required from the bibliographer since the dollar amount involved in these purchases is usually small and quick action is often required.

In some cases, photocopies will be made and inserted to fill out a volume. In other cases, the material must be want-listed.

2.20.2.3 Serial Backfile

When a serial title new to the libraries is begun, backfile is not automatically purchased.

Backfile for serial items is sometimes available in microform, and is normally purchased in this form if the cost of hard copy is substantially more than microform. Since serial items circulate if in hard copy, but do not if in microform, hard copy is purchased when the number of issues or the dollar amount involved is small.

2.20.2.4 Microform

The number of microform continuations is small, but represents a large and continuing commitment of funds. Such things as the Parliamentary Papers, Government Documents, ERIC, HRAF, and large microform reprinting projects constitute this type of material. In addition, a small number of periodicals are bought as continuations on microform; these microforms serve to provide a back up for heavily used hard copy periodical backfile, and in some cases to replace hard copy backfile for materials which are impossible to keep intact in bound format. Because of the difficulties of handling periodicals in newspaper format, a second subscription for the microform edition, if available, will be set up if the bibliographer decides such a periodical is to be kept.

2.20.3 Other Types of Materials

2.20.3.1 Government Publications

The CSUN libraries are a selective depository for United States government publications; approximately two-thirds of all material available to Depository Libraries is selected. Classes of items to be received on a regular basis are selected by the Federal Documents Librarian from monthly survey sheets and sample publications of new titles sent by the Superintendent of Documents. In addition to paper copies of depository items, the Libraries purchase the complete Readex U. S. Depository Set (1956- to date) on microcards.

This depository collection of federal documents is supplemented by non-depository documents received through separate agency mailing lists and membership in the Documents Expediting Project. Additional non-depository documents and replacements or additional copies of depository materials are ordered, as patron need is assessed, from the Government Printing Office or the appropriate issuing agency.

The CSUN Libraries are a depository for California documents.

2.20.3.2 Music Scores

The Libraries emphasis is on study scores rather than performance scores (which are collected by the Music Department). Whenever possible scores as originally composed, rather than arrangements or reductions, are selected. The Libraries' policy is to complement a score with a recording to enable the patron to listen and follow the score at the same time.

2.20.3.3 Newspapers

The Libraries subscribe to a number of current subscriptions to newspapers in hard copy form as a current awareness service for certain courses and as a public service. No hard copy backfiles are maintained, newspaper backfile purchases are made on microform. The focus is on selected coverage of newspapers important in each specific historic era, but a few full runs of the most significant newspapers are acquired. Selection is made on the basis of geographical balance, chronological coverage, important editorial viewpoints, and periods of particular importance for a paper during the tenure of a given editor.

2.20.3.4 Special Collections

Library materials are designated Special Collections when their format, age, scarcity, or other unusual characteristics merit special handling.

The Special Collections librarian will establish procedures for identifying these items under the criteria below and will also confer with members of the library faculty regarding items already in the collection which may have become eligible for Special Collections status.

2.20.3.4. Special Collections (Continued)

Criteria for Library materials which may be designated Special Collections:

I. Manuscripts.

1. Manuscripts bound between covers.

2. Letters, papers, and other documents, generally boxed or inserted in portfolios.

II. Printed Books.

1. Books of early imprint. All books printed before 1700.

2. U. S. books printed before 1830.

3. California books printed before 1870.

4. Southern California books printed before 1900.

5. Books which are unique, irreplaceable or exceptionally scarce.

6. Limited editions of 300 copies or less.

7. First editions of significance.

8. Books of aesthetic importance.

9. Selected fine press books, especially California presses.

10. Books subject to damage or loss: volumes or portfolios of fine or loose plates; books whose illustrations make them subject to mutilation or theft; books of fragile physical makeup; books with significant manuscripts or other materials laid or tipped in.

III. Other.

Materials in media other than listed above may in special cases be designated by the Special Collections librarian for inclusion. Some examples: films, phonorecords, fine prints, object d'art, furniture, etc.

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2.20.4 Miscellaneous Policies

2.20.4.1. Current Issues

This collection provides material of current interest to students and faculty within the shortest possible time. Material for this collection is selected in a limited number of currently popular subject areas; subject areas are added or dropped depending on current interest. Student and faculty input is encouraged.

2.20.4.2 Duplicates

Duplicate copies are bought only for high use items. More than two copies may be purchased under the following conditions:

1) Reserve book item. Generally, one additional copy may be purchased for each forty students required to use a book on reserve. The Reserve Library Assistant may make exceptions to accommodate specific assigned reading needs.

2) High use as indicated either by circulation statistics, or by bibliographer judgment.

3) Reference titles in high use or needed for more than one location.

2.20.4.3 Faculty Publications

It is the policy of the libraries to review for purchase publications by faculty members. The general rule pertains: works that are appropriate to the academic program of the university will be acquired; others will not. Members of the faculty sometimes publish items that for one reason or another are not suited to the kind of collection that the libraries are attempting to develop. Works too specialized or technical for the CSUN curriculum are one example; textbooks, especially texts on the elementary and secondary level are another. Other examples are provided by variant editions of works the library holds, especially those in foreign languages, for which the library would expect a minimal demand. In the case of journal publications, faculty members relatively frequently publish in periodicals to which the libraries do not subscribe. In these cases, since the libraries do not add periodicals to the collection unless a current subscription is maintained, and does not add offprints of articles, (the value of the periodical as a whole to the collection is the selection criterion) the faculty publication will be added only if the libraries decide to subscribe to the journal in which it appears.

When members of the faculty provide gifts of their publications, the libraries' gifts policies are applied. Most works, including college level texts, are added to the collection; pre-college level texts are generally transferred to the Instructional Materials Laboratory.

2.20.4.4 Gifts

I. Books and Periodicals

Potential donors will be informed that the libraries welcome gift books; if certain titles prove to be unsuitable for addition to the collection, according to the Selection Policies, they may be put on student sale or exchanged with other institutions, and the donor will be aware that we cannot guarantee addition of a particular gift to the library. Periodical backfile gifts are generally declined unless the gift is a long run of a specific title we need.

II. Evaluations

University library personnel cannot evaluate the monetary value of a gift; the donor may have an evaluation done by a professional dealer at the donor's expense, if he chooses.

III. Financial Donations

Financial donations received by the library for the purchase of books are deposited with the Foundation in a special non-state account. Donors may specify how they want the money spent--books on psychology, for example--but actual title selection is normally made by bibliographers using the regular collection development standards.

Donors to the University Libraries will be fully informed of the above conditions.

2.20.4.5 Foreign Language Materials

Generally the libraries buy materials only in those languages in which academic programs or courses are taught. In subject matter areas other than languages and literatures the libraries emphasize works in English. Significant scholarship in other major European languages is purchased as required. Examples of materials in languages other than those taught on campus may be purchased in limited numbers.

2.20.4.6 Large Items

Selection criteria do not vary by cost of an item, but, purchase of very expensive materials is carefully considered. A large item is defined as any book material consisting of an individual volume or set of volumes (including microforms) whose total purchase price is over $200. Purchase from state funds by a bibliographer of an item which costs over $200. should only be made after consultation with the Chairman of the Bibliography Department. A committee of librarians, appointed by the Chairman of the Bibliography Department, reviews large items and recommends priorities on their purchase by the department.

2.20.4.7 Textbooks

Textbooks are bought very selectively; it is not the policy of the library to purchase all, or even most, of the textbooks used in university courses. The textbooks which are purchased are bought as supplemental material for course work in which such supplemental material is necessary and heavily used, such as some areas of science, business, and psychology. Either upper or lower division materials may be purchased in such cases, though lower division materials are selected very sparingly.

In some growth fields, such as ecology and urban studies, little primary publication is as yet available except in near print or technical report formats. In these fields, texts may codify information not readily available from other sources, and we purchase them somewhat more freely.

Elementary or high school level texts for support of the education curriculum are purchased for the Instructional Material Laboratory.

Executive Board Approved 1-8-76

Director's Approval Date

SOJOURNER TRUTH LIBRARY
SELECTION POLICY FOR THE DEVELOPMENT AND MAINTENANCE OF THE COLLECTION
REVISED 5/6/80

DRAFT

I. Introduction:

This statement of Library selection policy is intended to provide a general set of guidelines for the development and maintenance of the Library collection.

II. Purpose of the collection in relation to:

A. Clientele: The collection of the Sojourner Truth Library is primarily designed to serve students and faculty of the State University College at New Paltz. Borrowing privileges are extended to others through the New York State 3 R's program and inter-library lending arrangements among area libraries; they include area residents and students enrolled at other SUNY units and other research institutions of the State. The collection should provide materials for students' use in course work and independent study, and materials for faculty, class and subject area preparation and research.

B. College mission: Broadly speaking, the College "mission" appears to be twofold: to maintain a traditional core of disciplines essential to a well-balanced program in the arts and sciences, and to develop and maintain a variety of professional and technical programs desired and needed by many students to prepare for careers. The Library collection should support both of these aspects of the College's mission.

In addition, the College's identity is inevitably tied to its history, and an important part of that history has consisted in area studies, which have made a particular imprint upon the character of the Library in the form of the World Studies Center. Whatever particular form area studies take in the future organization of the curriculum of the College, and in the organization of the Library, it is unlikely that, given the nature of the contemporary world, they will be unimportant. So, the Library collection in area studies should be preserved, and continue to be developed, at the least, in its fundamental respects.

III. Some more particular guidelines:

In accordance with the above general statement of the purposes of the collection, some more particular guidelines for selection include the following:

A. Support all courses taught on this campus which have been approved by the Curriculum Committee.

B. Provide a basic collection reflecting a diversity of viewpoints in all disciplines included in the curriculum. In appropriate disciplines (e.g., history, literature, philosophy, languages, art history, music history) emphasis should be placed upon works of permanent value: primary sources and secondary sources of outstanding quality and permanent value. Quickly outdated textbooks, anthologies, general surveys, etc. should be avoided unless essential for some specific reason.

C. Encourage independent reading and study.

D. Collect materials of significance in the region.

IV. Responsibility for selection

Basic responsibility for building the Library's collection lies with the professional staff of the Library. This responsibility is delegated as follows: for the general collection, monographs to the acquisitions librarian and serials to the serials librarian; for the reference collection, to the reader services librarian. Faculty members are encouraged to recommend materials in their discipline and to notify the Library of materials required for their courses. Students are also encouraged to recommend materials for the collection. Final decisions are the responsibility of the Library Director.

The acquisitions librarian shall, with the assistance of the Library Committee, attempt to establish systematic consultation with the academic departments for collection review and development. Consultations between Library and faculty on general selection policy shall regularly take place through the Library Committee.

V. Criteria for selection

The following factors will be considered in selecting materials:

1. Reviews in reputable sources
2. Reputation and authority of author, publisher or editor
3. Inclusion in indexes, abstracts, standard bibliographies
4. Strength of materials held by the Library in the discipline in relation to number and level of courses, number of majors, number of students enrolled and usage
5. Accessibility of materials in libraries within the Southeastern Network and the SUNY system

VI. Special materials

A. Materials for faculty research: The degree of support for faculty research in particular cases must be determined by such considerations as: (1) the degree of relationship between the research and the teaching and course work of the College; (2) the necessity for frequent re-use of the material, or use for extended periods of time; (3) the nature of the material itself: whether it is important "classical" material of permanent value to the collection which will never be outdated, or material which, however important for an immediate research purpose, may be of relatively temporary value; (4) the availability of material in area libraries.

B. Foreign language materials: Materials in foreign languages will be acquired if they support major or minor language programs. In addition, important primary sources will be acquired when, in the judgment of faculty, it is essential to have the original text as well as, if available, the English translation. Finally, outstanding secondary sources may be acquired if unavailable in translation.

C. Textbooks: Textbooks are not acquired unless they have significant reference value.

D. Non-print materials, excluding microforms: Pending development of selection policies, budget and facilities for storage and use, non-print materials are not purchased.

E. Paperbound books: Paperbound editions are purchased if they are original titles, if the hardcover edition is not available, or if the paperbound edition is substantially cheaper than the hardcover edition and heavy use is not anticipated.

F. Out-of-print materials: Out-of-print materials have a lower priority than in-print, current materials but, as funds permit, are purchased, either in hardcover or microform, on the basis of known or anticipated use or to complete or enrich a subject area.

G. Maps and atlases: Maps and atlases are purchased for the Reference and special collections only, but not for the general collection.

H. Music scores: The Library acquires scores of standard musical works, but the collection does not aim at comprehensiveness.

I. Expensive materials: Monographs and continuations exceeding $250 and serials costing more than $100 a year are reviewed by a committee consisting of heads of Library departments sitting as a Review Committee. The Committee assigns priorities before a decision to purchase is made.

J. Pamphlets: See Vertical File Policy.

K. Dissertations: Dissertations needed by faculty for their research and class preparation are purchased in microform. Requests for large numbers of dissertations will be referred to the Review Committee.

L. Multi-volume sets: When the Library, based on the selection policy, purchases one volume of a multi-volume set, it assumes, if possible, the responsibility of completing the set.

M. Standing orders: When the Library purchases volumes of a series or serial or publications of a particular publisher, a standing order for the whole is not automatically established.

N. Documents

U.S.: As a partial depository for U.S. government documents, the Library selects and maintains a collection suited to the needs of the residents in the geographic area the depository serves. Selection within these guidelines is based on reviews, requests, and current interest. Purchase of government documents shall be based on the same criteria as used for monographs.

State and local: Sojourner Truth Library is also a partial depository for New York State documents. The Monthly Checklist of State Documents is reviewed for additional acquisitions. Consequently, public interest is again considered along with the criteria previously stated for monographs. The Library will attempt to provide key documents produced by the town and village of New Paltz, Ulster County, and regional commissions which include Ulster County.

United Nations: The Library purchases the Readex Microprint collection of United Nations documents as funds permit. Indexes and selected periodicals published by the UN are duplicated in hard copy. UNESCO publications and FAO periodicals are received on standing order. Special reports may also be purchased in hard copy.

Foreign: Foreign documents are purchased only if they fall within the guidelines for monograph and serial selection.

O. Serials: A serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, and journals.

Selection of serial titles is based on the same criteria as monographs (see section V). However, because of the ongoing nature of the commitment and the cost of processing and maintaining the material, greater emphasis is placed on numbers 3 and 5 of that section. A maximum of ten years of retrospective issues may be purchased if the title complies with previously stated selection policies. Serial titles are reviewed every five years for continued appropriateness to the curriculum. Serials are purchased in microform under the following circumstances:

1. Poor condition or lack of availability of hard copy
2. Space restrictions
3. Projected use

P. Non-Library purchases: Materials for collections outside the Library's jurisdiction and management and materials needed in campus offices and classrooms are not purchased with Library funds.

VII. Duplicate copies

For the general collection, duplicate copies (normally not more than three) are purchased of those titles which are, or are expected to be, heavily and continuously used, or are on reserve. (One copy per 15 students is purchased.)

VIII. Editions and translations

When several editions of a work are available, decisions are based on format, editor, and date. New editions, including translations, are purchased when they substantially update or improve on the previous edition.

IX. Gifts

Gifts may be accepted on the condition that the Library be permitted to dispose of them or add them to the collection at its discretion. The Library will upon request return to the donors books which are not to be added to the collection. The Library will at its discretion add to the collection books received as gifts which it would not normally itself purchase.

X. Replacement

Materials withdrawn are not automatically replaced. Replacement depends on the number of copies held by the Library, existence of similar material in the collection, as well as other criteria listed above.

XI. Procedure

All purchases with Library funds are made by the Acquisitions and Serials Offices through which all requests for purchase pass.

XII. Grants

Acquisition of materials funded by grants administered by the Library are subject to this selection policy. These funds usually are not used for subscriptions or standing orders. Acquisition of materials funded by grants administered outside the Library will be treated as gifts (see section IX).

These policies shall be reviewed periodically and shall apply to all Library selection with the exceptions outlined in the policies of the special collections appended.

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Library Collection Policy Statement

(DRAFT)

I. General—

Hampden-Sydney's library must be understood in light of the College's dedication to liberal education. Its holdings and services exist primarily as a means to promote the College's broader educational objectives. The College has traditionally prided itself upon the excellence of its instruction in the liberal arts and continues to place greater weight upon teaching rather than research. Thus, the library collection must also reflect this priority.

II. Analysis of Institutional Objectives—

A. Clientele—The primary purpose of the collection will be to meet the classroom objectives of the students and faculty. However, because of its unique location the library must serve certain needs of both the general Hampden-Sydney community and the residents of the outlying communities. The collection, therefore, must meet the needs of a diverse clientele, but its development should occur according to this priority of general principles:

1. The collection should maintain and perpetuate excellence in teaching the liberal arts. Consequently, the library will need strong collections in subject areas which the College deems essential to liberal education.

2. Research interests will be supported where they relate directly to classroom instruction. This principle recognizes that good teaching depends upon active scholarship , but distinguishes this important need from the more specialized faculty research interests.

3. The recreational and general reading interests of the community, including students, faculty, and their families, will be supported only at the most basic level. Hampden-Sydney should serve general reading interests of both adults and children in the community, but it cannot be a surrogate public library.

4. The outlying community will be served only by making the library's collection available to the public. The college feels no special obligation to directly serve the needs of this portion of its clientele.

B. General subject boundaries of the collection—The College will not develop its collection in such a manner as to cover all subject areas. Again, the primary guide to subject areas will be liberal education. The library will develop its collection in a way which supports those subject areas which relate essentially to the liberal arts curriculum.

C. Kinds of programs or user needs supported—As indicated above, the library must face a variety of user needs. However, all needs cannot be maintained at the same level. Furthermore, we recognize that all needs are not mutually exclusive categories. Thus, the following listing is designed to establish general priority guidelines in meeting various user needs.

1. Instructional—In general, funds will be committed first to the purchase of literary materials to meet the instructional needs of the College. That means that materials which are required to support the regular curriculum of the College have priority.

2. Faculty preparation—This category is closely related to the first and is hardly distinguishable from it. However, the collection will be built in such a way as to allow the faculty to be able to keep current in the major developments in the scholarship of their respective fields even though such works may not be regularly included in class assignments.

3. Reference—This category, like the preceding two, is closely related to the primary function of the College. Indeed, it may be indispensible. Particularly, since the College is unable to develop a research collection, it becomes important that the reference collection be developed in such a way that not only are basic instructional needs met, but also that it allows the faculty to be able to do preliminary searches which are essential to an efficient use of major research collections housed elsewhere.

4. General Information—This category includes books of popular or topical interest. The library recognizes that no absolutely clear line of division exists between this category and those preceding. For example, certain topical works, "Travels with Kissinger," may be important to instructional demands in certain courses.

The collection will be developed in this area to include those publications of major importance to general or topical interests. However, priority will be given to the publications which most directly relate to instructional concerns of the College.

5. Recreational—This area may be more readily distinguished from those above. A variety of topics, such as contemporary fiction, outdoor living, sports, cookery and wine, and photography, for example, are included in this category. The library will develop its collection in this area at the basic level only.

6. Children's books—The library must maintain a varied collection at the basic level in this category.

D. General priorities and limitations governing selection, including:

1. Degree of continuing support for strong collections—This policy statement will replace prior policies governing collection development. Thus, previous areas of the collection which received strong support will not necessarily be continued. The detailed analysis of collection development listed below will strictly govern.

2. Forms of material included or excluded—The primary emphasis in collection of forms will be the following (no particular priority)

   a. books, periodicals, and microforms.
   b. records—the library will purchase only those records dealing with the spoken word.
   c. sheet maps.

d. Mss—only when relating to Hampden-Sydney.

e. Oral history—a possible future collection area would include oral history materials (tapes and/or transcripts) relating to Hampden-Sydney or its immediate locality.

The library does not plan to include in its collection forms such as computer tapes, musical recordings, film strips, or any material which would be located in a "vertical file."

3. Languages and geographical areas included or excluded—

a. Primary emphasis will be given to English language materials; exceptions to this rule will be made to support the regular instructional needs in the non-English study programs.

b. The current policy which emphasizes material relating to the western world will be continued. Lower priority will be given to works on the Middle East, Africa, Asia, Eastern Europe, and the Balkans.

4. Chronological periods collected or excluded—Major emphasis will be given to current scholarship and modern editions of the various works pertaining to the various fields. Decisions regarding translations and editions of works will always be guided by what is generally regarded by scholars to be the best available rather than mere chronology.

Older editions of major scholarly importance will be added to the collection as copies may be obtained on a reasonable basis. Out-of-print and reprint dealers will be utilized for such purchases, but always the cost of the item must be weighed against its teaching or scholarly significance.

Hampden-Sydney's teaching emphasis dictates that it not purchase books merely for investment or display purposes.

5. Other exclusions—Unpublished dissertations.

6. Duplication of materials—In general the library will not duplicate materials in its collection. Exceptions will be made only when special teaching needs are demonstrated.

E. Regional, national, or local collection agreements which complement or otherwise affect the institution's policy—NONE.

F. Legal, regulatory, or policy requirements of the institution—NONE.

III. Detailed analysis of collection development policy for subject fields—

The preceding portion of this policy statement is meant to establish basic principles governing the general areas of collection development. Within these broad areas of concern the following guidelines will be observed. The various guides which may apply to any collection are as follows:

A. Comprehensive level——A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of

recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

B. Research level——A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

C. Study level——A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

1. Advanced study level——A collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research

intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

2. Initial study level—A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by Choices selections) supported by seminal retrospective monographs (as are represented by Books for College Libraries); a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

D. Basic level—A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopaedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

E. Minimal level—A subject area in which few selections are made beyond very basic works.

F. All applicable languages (i.e., no exclusions)—These subject areas will be indicated as "not included."

In general Hampden-Sydney's library will be developed at the advanced study level, the initial study level, the basic level, or the minimal level. The library will not develop its collection to support either the comprehensive or the research level of collections.

Proposed Collection Development Policy for Religion

A. Definition of the Religion Collection

The religion collection is generally understood to be those monographs and serials corresponding to the Library of Congress classification numbers BL to BX as well as parts of BJ (ethics). It also includes those titles in the reference collection related to these topics and volumes in other classifications which combine religion with other subjects such as religion and literature etc. Periodicals relating to the various areas in religion are also included.

The religion collection at St. Olaf is strong for an undergraduate library reflecting the needs of a denominationally affiliated school supporting a large department. While it is primarily intended to support student class work and research, it also serves basic needs of faculty research. In the area of Norwegian-American Lutheran materials, the collection may serve as a research resource of some depth.

B. Purpose and Aims of the Collection Development Policy for Religion

1. The policy aims to establish guiding principles and priorities for planning the consistent growth and maintenance of the collection in religion for the indefinite future. These principles and priorities should be periodically reevaluated.

2. The policy should facilitate balanced selection and acquisition of new materials as well as conscientious identification and preservation of materials for the permanent library collection.

3. The policy should serve as an important tool for communicating the collecting intentions of the library and the nature and scope of the collection to administrators, faculty, and students.

4. The policy should serve as a planning mechanism for allocating the budget.

5. The policy should assist in the identification of strengths and weaknesses in the collection and to contribute to the development of cooperative acquisitions efforts with other institutions.

C. Principles of Book Selection for Religion

1. General Guidelines

Titles selected for addition to the religion collection should in most cases conform to the "initial study level" of collecting intensity as described in the American Library Association's Guidelines for Collection Development. (Other levels are "advanced study", "basic", and "minimal".)

The "initial study level" is described as "a collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs supported by seminal retrospective monographs; a broad selection of works of more important writers; a selections of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject."

2. Specific Areas Collected and Not Collected

The library is committed to acquiring appropriate materials in the following areas: Biblical studies; church history; ethics; philosophical, systematic, historical and practical theology; philosophy of religion; history of religions; world religions. The library is selectively interested in materials in pastoral theology and religious education. Particular interest in Norwegian-American Lutheran materials and American Lutheran Church documentation has been traditional.

A detailed analysis of the subject field will be found at the end of this document in the form of an appendix. It will indicate specific levels of collecting intensity for particular topics or types of materials within each subject area. This appendix is in fact the heart of the collection development policy.

3. Types of Materials Collected

a. Monographs
The majority of titles selected in religion will continue to be in monographic form both hardcover and paperback.

b. Serials
The library intends to subscribe to those periodical and annual titles fitting the "initial study level" of intensity which are not held by other Northfield libraries. Titles fitting the "advanced study level" will be considered with careful attention to their availability at Luther Seminary or through Minitex. New titles added to the collection will be purchased without securing complete backfiles unless demonstrated need for a complete run is provided.

c. Microforms
Materials available in microform will not be actively sought. However, if an important title conforming to selection criteria is available only in microform, it will be acquired. A microfilm will be preferred to an expensive reprint in the replacement of materials. The acquisition of large microform collections of retrospective material involving major financial expenditure will be considered only after strong faculty recommendation if the budget allows.

d. Dissertations
Titles conforming to selection criteria will be considered in both printed and microform formats. More specialized titles will be acquired with demonstrated need.

4. Language Priorities
   a. Priority will be given to English language materials, in the original and in translation, for both primary and secondary materials. Basic texts and secondary works may be purchased in other Western languages if the title is not available in English and fits the "initial study level" of collecting intensity.
   b. Non-Western language materials will not be purchased without specific demonstrated need.
   c. Translations from one foreign language to another will not be acquired.

5. Date of Publication Priorities
   a. Priority will be given to current materials but effort will be made to acquire those retrospective titles needed to form the basic supporting collection in religion or to replace missing titles chosen for permanent status in the collection.
   b. The library will not seek rare books in religion although it will add them to the collection should they come as gifts.

6. Addition of Multiple Copies
   Multiple copies of a single title will be purchased only if it can be demonstrated that a sizeable number of students will be making heavy use of the item.

7. Addition of Gifts
   a. Gift books to the library will be subjected to the same selection criteria as new orders.

   b. The library will feel free to discard items not fitting the needs of the collection.

   c. Duplicates of books already held will not be added unless extra copies are needed or if the copy on the shelves is in poor condition.

D. Mechanism for Selection and Acquisition

1. Final responsibility for book selection and acquisitions rests with the library director. However, faculty recommendations will form a major part of new titles selected.

2. Balanced selection of titles from the range of subject areas within the field of religion will depend on careful evaluation and identification of titles listed in selected publishers' catalogs, on Choice cards, and reviewed in scholarly journals. These catalogs, cards, and reviews should be clearly identified and systematically circulated among members of the religion faculty. Faculty should be made aware of the titles selected by other members of the department. The system should insure that the core of significant new publications in the field be regularly considered for acquisition.

   Individual titles aside from those listed in catalogs, on cards, and in reviews may be identified by faculty from all disciplines. Recommendations may also come from librarians and students. All recommended titles will be ordered if they fall within selection criteria for the field of religion and budgetary constraints.

3. Evaluation of the collection to identify basic lacks will be done by checking subject bibliographies in the field against the collection. Such screening will also be done against basic bibliographies for college libraries such as Books for College Libraries. Effort will be made by the library to obtain needed retrospective materials from appropriate out-of-print dealers and to add second copies of highly used materials. Basic sources in poor condition will become candidates for repair or rebinding.

E. De-Selection and Preservation of the Collection

1. De-Selection (Weeding)

   The relevance of materials in the library may change over time varying from the point of selection. Periodic weeding of the collection is necessary to identify items which no longer fit the criteria for selection or inclusion in the collection. Extra copies of titles for which there is no longer adequate demand should also be weeded.

2. Preservation

   Titles which are not weeded are in fact chosen for permanent status in the collection. The logical step is to insure that these materials are in lasting physical condition. Routine binding, rebinding, replacement, or microfilming of titles in poor condition should be systematically undertaken. Such maintenance is an essential part of collection development insuring against the use of book funds for expensive reprints at a later date and against complete loss of significant titles for which no replacement in any form is available.

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Acquisitions in Foreign Languages, Literatures, and Cultures: A Proposed Selection Policy

A. PURPOSE

This selection policy is intended to serve as a guideline for the acquisition of library materials in foreign languages, literatures, and cultures. It outlines criteria for deciding what materials should ideally be acquired and what should normally be excluded. Rather than restricting acquisitions with a set of rigid rules, the policy is designed to focus the collection efforts on those materials most suitable for the undergraduate program of teaching and learning at St. Olaf College. The criteria are based less upon considerations of the intrinsic value of a book or periodical and more upon its usefulness in supporting the library's mission.

B. SUBJECT COVERAGE

This policy pertains to subjects which are traditionally taught by foreign language departments. Included are foreign languages and literatures, as well as those aspects of foreign cultures which are encompassed within the humanities. Excluded are Anglo-American cultures as well as subjects outside the humanities.

C. SELECTION OF MATERIALS FOR NON-MAJORS

Books and periodicals should be acquired which provide an opportunity for students not majoring in a foreign language to study foreign literatures and cultures. These materials would consist primarily of English language publications, including foreign works of literature in English translation, as well as basic works of secondary literature (criticism, biography, literary history) and cultural history, either originally written in English or translated into English. Because these topics can cut across several disciplines--foreign languages and literatures, English literature, drama, philosophy, art, history, etc.--the selection of books and periodicals in these subject areas are the joint responsibility of the library, the foreign language departments, and all other interested departments. Acquisition costs would be charged to the department which recommended the material for purchase.

D. SELECTION OF MATERIALS FOR MAJORS AND FACULTY

1. Guiding Principles

Books and periodicals should be acquired:

a) which provide an opportunity for the undergraduate study of foreign languages, literatures, and cultures by students majoring in a foreign language, and

b) which provide a foundation for specialized research and for course preparation by the foreign language faculty.

The library's primary purpose is to develop an undergraduate collection, not one which could support graduate-level research. Basic resources and bibliographic guides which lead one into advanced research may appropriately be purchased, but most advanced research materials, readily available through interlibrary loan, should be excluded.

2. Types of Materials

In accordance with the principles discussed above, the following types of materials, mostly in foreign languages, should be acquired for use by majors and faculty:

a) bibliographies and other reference sources,

b) major professional and scholarly journals,

c) major philological and linguistic works on the foreign language,

d) the most important works of secondary literature,

e) the works of major writers, especially their collected works,

f) the most important works on the cultural development of foreign civilizations, and

g) major works on the teaching and learning of the foreign language, literature, and culture.

The goal should be to develop a well-rounded collection which fairly represents the entire sweep of literature and culture. Although the special interests of individual teachers may be reflected to a certain degree, no one period, except perhaps the contemporary period, should be emphasized to the disadvantage of other periods.

3. Local Coordination

The purchase of books and periodicals for majors and for faculty should be coordinated with the Carleton Library. Studies of library use have shown that foreign language materials are always among the least used resources in college libraries. This factor, together with the limited funds available, makes it imperative to coordinate the library purchases of the Northfield colleges, thus eliminating unnecessary duplication and promoting the widest possible coverage of foreign language materials.

E. CRITERIA FOR EXCLUSION

1. Books which substantially duplicate works already in the collection.

2. Works which have been translated from one foreign language into another.

3. Foreign language grammars and readers (except for those which have substantive content not duplicated in the rest of the collection).

4. Books by and about minor literary figures.

5. Narrowly specialized or esoteric works from which the undergraduate student could not be expected to benefit (except for some works which fall within category D.1.b above).

Reshaping the Foreign Language Collection: A Proposed "Weeding" Policy

A. PURPOSE

As the book collection grows, it becomes increasingly necessary to remove books which have little or no potential for use. This "weeding" policy has been drawn up to serve as a guideline for identifying and removing books which do not support the teaching and learning program at St. Olaf.

B. CRITERIA FOR REMOVAL

When evaluating a book for possible removal, the essential issue is whether the book has significant potential for use by the St. Olaf community. If a book is judged not to have such potential, it should be removed to make room for resources that do. In foreign languages and literatures, it appears that the following types of books have marginal utility and should therefore be removed from the collection:

1. Foreign language grammars designed as textbooks for classroom instruction.

2. Foreign language readers (anthologies or individual literary works edited and annotated for classroom instruction) whose content is:
   a) duplicated elsewhere in the collection,
   b) abridged or simplified,
   c) written expressly for classroom instruction, or
   d) written by obscure writers who are no longer studied on the undergraduate level.

   There are hundreds of these readers which were added to the collection during earlier times. They may have served a purpose when the foreign language collection was a fraction of its present size, but most of them are certainly not needed now. Indeed, these "adulterated" and sugar-coated editions may lure students away from a direct encounter with a foreign language text in a proper edition.

3. Extra copies of works which are no longer studied in foreign language courses.

C. CRITERIA FOR RETENTION OR REPLACEMENT

1. Foreign language readers shall be retained whenever they contain substantive content not duplicated elsewhere in the

collection. "Substantive content" includes:
a) a literary work by a major writer,
b) important cultural topics, and
c) critical commentaries by a recognized authority.

2. If a text edition of an individual work is weeded, an authoritative, non-text edition of the work will be recommended for purchase if such an edition is not already in the collection.

3. If there is material which is of no use in the St. Olaf collection but might conceivably be useful in a major research collection (such as editions of very minor authors of interest only to the historian of literature), they can be sent to the University of Minnesota Library, which will consider adding them to its collection.

Collection Development Policy Statement for the Reference Collection of Starr Library, Middlebury College.

I. Objectives

This policy statement is designed to provide guidelines for the overall development and maintenance of the reference collection in Starr Library.

II. Subject Scope

A. The reference collection includes selective, general, and specialized reference sources in the social sciences, humanities, and mathematics which support the undergraduate curriculum and the summer language programs. There is also selective coverage of subjects of current interest not directly within these academic disciplines. Use is the primary criterion for inclusion in the reference collection. Very specialized encyclopedias, dictionaries, handbooks, bibliographies, etc. may be shelved in the stacks regardless of their format if little use is anticipated.

B. Relationship to Branch Libraries

Since major reference works in the sciences will be located in the Science Library, only those scientific reference works which are useful for the general user, such as basic subject dictionaries and encyclopedias, will be duplicated for the Starr Library reference collection. This policy will apply to Music works with the exception of Music Index and RILM Abstracts which will remain in Starr Library with the music periodicals.

III. Size

No absolute size has been determined for this collection. Although space is limited, every attempt is made to maintain a comprehensive, up-to-date, and convenient collection appropriate to the needs of our users.

IV. Types of Materials

A. Almanacs and Yearbooks

As a general rule, only the most recent volumes of these annuals are shelved with the reference collection. (Exception: All volumes of Encyclopedia Britannica Book of the Year are kept in Reference.) Previous volumes of the Annual Register, Whittacker's Almanac and World Almanac are shelved in the stacks but designated "non-circulating:" Previous volumes for all other almanac titles are withdrawn as the new volume is added. Some titles which are published annually or biennially will be updated less regularly. No standing order is required for these. A file of these exceptions is kept and monitored

by the Head of the Reference Department. (For yearbooks of a statistical nature, see Section S.)

B. Bibliographies

1. Specific Subject Bibliographies

Most bibliographies for specific subjects are classed by subject and shelved in the stacks. They may circulate. Exceptions are made for those bibliographies of subjects particularly pertinent to the curriculum and which have high anticipated use. These too are classed by subject but are shelved in the reference collection and do not circulate.

2. Subject Bibliographies Describing Specific Library Collections.

These bibliographies are shelved in reference only if they are needed for interlibrary loan verification or if the collection represented is so comprehensive that it serves as a general bibliography meeting the criteria specified in B.1.

3. Bibliographies of Theses or Dissertations on Specific Subjects.

American Doctoral Dissertations and Dissertations Abstracts International, author and subject listings, are shelved in reference. Other bibliographies of theses and dissertations are classed by subject and shelved in the circulating collection.

4. National and Trade Bibliographies

The following are unclassed and located in the technical processing area, the reference area, ILL office, or Starr storage as designated:

NUC - Main entry volumes - Technical processing
NUC: Books Subjects - Reference
Catalog of British Museum - Reference
CBI - Storage
BIP - Latest year in Reference; duplicate in Acquisitions
PTLA - Latest year in Acquisitions
Foreign Language BIP - Acquisitions
Foreign Language National Bibliographies - Storage

5. Serials Listings

ULS - ILL Office
NST - ILL Office

Ulrich's - Reference; duplicate in Serials
Lists of serial holdings of specific libraries - ILL Office.

C. Biography

The reference collection includes both current and retrospective, single and multivolume, biographical tools. The latest volume of biographical works published annually such as the "Who's Who" series, will be shelved in reference. Earlier volumes are shelved in the stacks and designated "circulating".

D. College Catalogs

Because the Office of Career Planning and Placement maintains a good collection of catalogs for individual colleges and universities, no such collection is maintained by Starr Library. The reference collection does include several general handbooks on colleges and universities in the United States and abroad.

E. Concordances

Concordances for Shakespeare and the Bible are shelved in Reference. All other concordances are shelved in the stacks and may circulate.

F. Dictionaries

1. Languages

The reference collection includes general monolingual, bilingual, polyglot and specialized language dictionaries (e.g. etymological, slang). Particular emphasis is placed on those languages which are taught at Middlebury College. Multiple copies of heavily-used language dictionaries are acquired as necessary. At least one good bilingual dictionary for other major languages is also shelved in reference. Very specialized language dictionaries, those of languages not taught at Middlebury, and those of very exotic languages may be shelved in the stacks and may circulate. Dictionaries of prefixes and suffixes and word frequency dictionaries are circulating stack items.

Monolingual and bilingual scientific and technical dictionaries are housed in the Science Library. These may be moved temporarily to Starr Library during the summer language programs if necessary. In general, bilingual scientific and technical dictionaries would translate from the foreign language to English. Only dictionaries in those languages in which journals or monographs received by the library are published will be purchased.

2. Subjects

Dictionaries for specific subjects, as a general rule, are kept in reference. Those for very specialized subjects may be shelved in the stacks.

G. Directories

The latest year of annual or biennial general and specialized directories are shelved in reference. Each previous volume is withdrawn from the collection as the new volume is added.

H. Dissertations - see B.3.

I. Documents

Anthologies of major documents relating to a particular subject or historical event generally are shelved with the circulating collection. Exception is made for those anthologies which include documents frequently requested at reference. These may be included in the reference collection.

J. Encyclopedias

Single volume and multi-volume general English language encyclopedias are housed in the reference collection. The three major multi-volume sets, Encyclopedia Britannica, Encyclopedia Americana, and Colliers are updated one per year on a rotating schedule. The 11th ed. of Encyclopedia Britannica will remain in reference.

Major foreign-language encyclopedias and those for specific subjects which support the curriculum are also housed in reference. Older editions of any encyclopedia may be moved to the circulating collection if there is sufficient demand for additional copies.

K. Geographical Sources

General atlases are shelved in reference. Atlases and gazetteers for specific subjects, such as historical atlases, may be shelved in reference if anticipated usage is high. Other specialized subject atlases and less current general atlases are shelved in the stacks and may circulate. Topographical and geological maps are housed in Science Center. A circulating collection of one-sheet maps, principally road maps of states and cities and maps of foreign countries of interest to language school students, is housed in the reference area.

L. Government Documents

Current publications of the U.S. Government which provide reference information such as the U.S. Government Organization Manual, are cataloged and included in the reference collection. A guide block is used in

the documents collection to refer users to the reference collection. Superseded volumes are returned to the documents collection when the new volume is added to the reference collection.

M. Handbooks

Authoritative handbooks pertinent to the social sciences, humanities, and math are included in the reference collection. These are carefully evaluated for currency and redundancy.

N. Indexes

Indexing and abstracting services in pertinent subject areas are housed in reference. Budgetary priority is given to good general interdisciplinary indexes as well as those which index periodicals held by the library.

Those indexes chosen for inclusion in the Index Area must be current, ongoing titles, general in scope, which support the curriculum and include a subject index for ease of access. The items indexed should be readily and inexpensively accessible, either in our library or through interlibrary loan.

A cumulative index to a particular periodical title will be on the shelf with the bound volumes of that periodical rather than in Reference. If the journal is held entirely in microform format the index will be kept in the Microforms Area.

O. Legal Materials

Legal dictionaries, guides, and citators are generally kept in the reference area. Due to space limitations, many large sets including U.S. Statutes at Large and U.S. Supreme Court Reports are shelved in the stacks but are "non-circulating".

P. Library Science

Most works dealing with this field are shelved with the circulating collection. Only those works which are frequently consulted in the process of general library operations (e.g. Sheehy, ARBA, Subject Collections, etc.) are kept in Reference.

Q. Pamphlets

A few pamphlets are kept, uncataloged in the vertical file. The collection is intended to be small, current, and mainly for the librarians' use as a quick reference resource.

R. Scared Books

A small collection of major English translations of the Bible and the works of major world religions are housed

in Reference. Additional copies of these may also be shelved in the stacks for circulation.

S. Statistics

International compendiums - Latest in reference; earlier in stacks.
Compendiums for several countries (e.g. Statistical Abstracts of Latin America)- Latest in reference, earlier in stacks.
U.S. compendiums- Latest in reference; earlier in documents,if U.S. Government publication or in stacks, if commercial publication;
Individual states of U.S. -
Vermont - Latest in reference; earlier in Vermont Collection, received annually.
Other states - Latest in Reference; withdraw earlier; update less than annually.
Individual countries (not U.S.) - All years in stacks; number of years retained based on use.

T. Style Manuals

The reference collection includes all major style manuals in the social sciences and humanities. Duplicate copies of some titles are purchased.

U. Telephone Books

The reference collection has telephone directories for all of Vermont, major U.S. cities, state capitols, and a select group of foreign cities. These are not cataloged.

V. Responsibility for Collection Development

The Reference Department is responsible for the selection of reference materials. Appropriate works ordered against other departmental budget allocations may be included in the reference collection if approved by the Head of the Reference Department.

IV. Inventory

There will be an annual inventory of the reference collection to insure that regular weeding, updating, and mending of the collection occurs.

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